

CHAPTER 20 - ADMINISTRATIVE PROCEDURES

ORDERING CHANNELS/COST CODING. See National Interagency Mobilization Guide.

- **GEOGRAPHIC COORDINATION CENTERS.**

- **GREAT BASIN COORDINATION CENTER.** The Great Basin Coordination Center (GBCC) in Salt Lake City is the focal point for internal and external requests for agencies within Nevada and the part of the Humboldt-Toiyabe National Forest in California, the portion of Lake Mead National Recreation Area in Arizona, the BLM Boise Smokejumpers, Utah, Idaho (South of the Salmon River), Arizona (Arizona Strip District) and Wyoming (Bridger-Teton National Forest and Grand Teton National Park).

- **UNIT DISPATCH CENTERS.** Unit Dispatch Centers in the Great Basin, as well as the agencies participating in the Centers, are as follows:

Idaho/Wyoming Zone

Boise Dispatch Center (BDC)

- Boise National Forest, FS (BOF)
- Deer Flat National Wildlife Refuge, FWS (DFR)
- Great Basin Cache Personnel (GBK)
- Idaho State Office, BLM (ISO)
- Boise District, BLM (BOD)
- National Interagency Fire Center (Personnel dispatch)
- Southwest Idaho Supervisory Area, Dept. of Lands, State (SWS)

Central Idaho Interagency Fire Center (CIC)

- Salmon/Challis National Forests, FS (SCF)
- Idaho Falls District, BLM (IFD)

Eastern Idaho Interagency Fire Center (EIC)

- Bear Lake National Wildlife Refuge, FWS (BLR)
- Camas National Wildlife Refuge, FWS (CSR)
- Caribou-Targhee National Forest, FS (CTF)
- Eastern Area, Idaho Department of Lands, State (EIS)
- Fort Hall Agency, BIA (FHA)
- Grays Lake National Wildlife Refuge, FWS (GLR)
- Idaho Falls District, BLM (IFD)

Payette National Forest Dispatch Center (PAC)

- Payette National Forest, FS (PAF)
- Southern Idaho Timber Protection Association, State (SIS)

South Central Idaho Interagency Dispatch Center (SCIIDC)

- Craters of the Moon National Monument, NPS (CMP)
- Hagerman Fossil Beds National Monument, NPS (HFP)
- Hagerman National Fish Hatchery, FWS (HFR)
- Idaho Department of Parks and Recreation, IDL (IPS)
- Minidoka National Wildlife Refuge, FWS (MNR)
- Minidoka Internment National Monument, NPS (MIP)
- Bureau of Reclamation - Snake River - East, BOR (BRL)
- City of Rocks National Reserve, NPS (CRP)
- South-Central Area, Idaho Department of Lands, State (SCS)
- Twin Falls District, BLM (TFD)
- Sawtooth National Forest, FS (STF)

Teton Interagency Dispatch Center (TDC)

- Bridger-Teton National Forest, FS (BTF)
- Grand Teton National Park, NPS (GTP)
- National Elk Refuge, FWS (NER)
- Teton Dispatch Counties (TDX)

Nevada Zone**Central Nevada Interagency Dispatch Center (CNC)**

- Battle Mountain District, BLM (BMD)
- Humboldt/Toiyabe National Forest, FS (HTF)
- Winnemucca District, BLM (WID)

Elko Interagency Dispatch Center (EIC)

- Eastern Nevada Agency, BIA (ENA)
- Elko District, BLM (EKD)
- Humboldt/Toiyabe National Forest, FS (HTF)
- Nevada Division of Forestry, State (NCS, NWS, NSS, NNS)
- Ruby Lake National Wildlife Refuge, FWS (RLR)
- SHO-PAI, Duck Valley Tribe, (DVT)

Ely Interagency Communication Center (ECC)

- Ely District, BLM (ELD)
- Great Basin National Park, NPS (GBP)
- Humboldt/Toiyabe National Forest, FS (HTF)

Las Vegas Interagency Communication Center (LIC)

- Ash Meadows National Wildlife Refuge, FWS (AMR)
- Desert National Wildlife Refuge, FWS (DSR)
- Lake Mead Recreation Area, NPS (LAP)
- Southern Nevada District, BLM (SND)
- Moapa Valley National Wildlife Refuge, FWS (MVR)
- Pahrangat National Wildlife Refuge, FWS (PRR)
- Humboldt/Toiyabe National Forest, FS (HTF)

Nevada Division of Emergency Management (DEMC)

- Local governments in Nevada

Sierra Front Interagency Dispatch Center (SFC)

- Anaho Island National Wildlife Refuge (AIR)
- Carson City District, BLM (CCD)
- Fallon National Wildlife Refuge (FLR)
- Stillwater National Wildlife Refuge (SWR)
- Humboldt/Toiyabe National Forest, FS (HTF)
- Western Nevada Agency, BIA (WNA)

Utah/Arizona Zone**Color Country Interagency Fire Center (CDC)**

- Arizona Strip District, BLM (ASD)
- Bryce Canyon National Park, NPS (BRP)
- Cedar City District, BLM (CCD)
- Dixie National Forest, FS (DIF)
- Glen Canyon National Recreational Area, NPS (GLP)
- Grand Staircase Escalante National Monument, BLM (CCD)
- Rainbow Bridge National Monument (RAP)
- Southern Paiute Field Station, BIA (SPA)

- Southwest Area, Utah Div of Forestry, Fire & State Lands, State (SWS)
- Zion National Park, NPS (ZIP)

Moab Interagency Fire Center (MFC)

- Arches National Park, NPS (ARP)
- Canyon Country District, BLM (MOD)
- Canyonlands National Park, NPS (CAP)
- Hovenweep National Monument, NPS (HOP)
- Manti-LaSal National Forest, FS (MLF)
- Natural Bridges National Monument, NPS (NBP)
- Southeast Area, Utah Division of Forestry (SES)
- White Mesa/Ute Mountain Agency, BIA (UMA)

Northern Utah Interagency Fire Center (NUC)

- Bear River Migratory Bird Refuge (BBR)
- Golden Spike National Historic Site, NPS (GSP)
- Salt Lake District, BLM (SLD)
- Timpanogos Cave National Monument, NPS (TIP)
- Utah State Office, BLM (USO)
- Wasatch-Cache National Forest, FS (WCF)
- Wasatch Front, Utah Division of Forestry, Fire & State Lands (NWS)
- Bear River, Utah Division of Forestry, Fire & State Lands (BRS)
- Uinta National Forest, FS (UIF)
- Region 4 Office, FS (R04)

Richfield Interagency Fire Center (RFC)

- Capitol Reef National Park, NPS (CRP)
- Central Area, Utah Division of Forestry, Fire & State Lands (SCS)
- Fishlake National Forest, FS (FIF)
- Richfield Field Office, BLM (RID)
- Fillmore Field Office, BLM (RID)
- Fish Springs National Wildlife Refuge, FWS (FSR)

Uintah Basin Interagency Fire Center (UBC)

- Ashley National Forest, FS (ASF)
- Northeast Area, Utah Division of Forestry, Fire & State Lands, State (NES)
- Ouray National Wildlife Refuge, FWS (OWR)
- Uintah and Ouray Agencies, BIA (UOA)
- Vernal District, BLM (VLD)

- **ORDERING PROCEDURES.** See National Interagency Mobilization Guide.

SUPPORT TO BORDER FIRES. See National Interagency Mobilization Guide.

MOBILIZATION AND DEMOBILIZATION INFORMATION. All resource information, including travel, will be relayed electronically through the Resource Ordering Status System (ROSS).

All times (ETA and ETD) are in local time zones.

A Cache Shipping Status Form will be used by caches to relay shipping information for supplies. For example, radio requests filled by the National Interagency Radio Support Cache (NIRSC).

Travel information for resources mobilizing to and demobilizing from an incident will be transmitted by creating a travel itinerary in ROSS. Travel legs will reflect the mode of travel, carrier (with flight numbers), departure location, date and time, and arrival location, date and time.

NEIGHBORHOOD POLICY. Orders as the result of an incident, preparedness, severity, wildland and prescribed fire will follow established ordering channels.

All Dispatch Centers may order agency, cooperator and contracted resources directly from their neighbor(s). The following list defines the Great Basin neighborhood for each Dispatch Center:

UNIT	MAY ORDER FROM
BDC	PAC, CIC, SCC, EIC, JFC, CNC
CDC	RFC, LIC, ECC, MFC, RFC
CIC	PAC, SCC, EIC, BDC
CNC	SFC, EIC, ECC, LIC, JFC, BDC
DMC	SFC
EIC (ID)	TDC, CIC, SCC, NUC
EIC (NV)	CNC, ECC, NUC, BDC, SCC, JFC
ECC	EIC, LIC, RFC, NUC, CDC, CNC
LIC	ECC, CDC, CNC, SFC
MFC	UBC, RFC, NUC, CDC
NUC	EIC, SCC, ECC, EIC, RFC, UBC, MFC
PAC	BDC, CIC, SCC, JFC
RFC	ECC, NUC, MFC, CDC
SFC	CNC, DMC
SCC	EIC, BDC, CIC, EIC, NUC, PAC, JFC
TDC	EIC
UBC	NUC, MFC

The following conditions must be met when utilizing the Neighborhood Policy:

Resource ordering standards apply for all resource movement. This includes Initial Attack procedures, resource orders / ROSS, commit messages and reassignment procedures.

Commitments of National resources require a courtesy call to the appropriate GACC.

Within 15 minutes of National resource commitment, the sending unit will notify the appropriate GACC.

When a resource is unavailable through the neighborhood policy, the requesting unit will place the order with the GACC. The GACC will obtain resources through established dispatch channels. **The GACC will normally not check with the requesting Dispatch Center's neighborhood (unless the Neighborhood Policy has been withdrawn).**

- Dispatch Centers may only reassign a neighbor's resource with the permission of the resource's home Dispatch Center.
- If the Coordination Center(s) needs a resource, which has been mobilized center to center, the GACC will place the order with the resource's home Dispatch Center.

At a Dispatch Center Manager's discretion and with GACC approval, a Dispatch Center may temporarily withdraw their participation in the neighborhood policy.

GBCC has the authority to withdraw the Neighborhood Policy for tactical resources based on activity when the area level has reached PL 4, the Great Basin MAC has been activated and the Dispatch Center Managers have been consulted. The withdrawal does not include the use of resources being ordered through local initial attack agreements. The Requesting Dispatch Center will give their GACC a courtesy call when neighboring resources are being requested using local agreements during PL4.

- **NON-INCIDENT RELATED ORDERING.** See National Interagency Mobilization Guide.

- 1
- 2 • **COST CODING.** See National Interagency Mobilization Guide.
- 3

4 **BUREAU OF LAND MANAGEMENT.** See National Interagency Mobilization Guide.

5

6 **BUREAU OF INDIAN AFFAIRS.** See National Interagency Mobilization Guide.

7

8 **NATIONAL PARK SERVICE.** See National Interagency Mobilization Guide.

9

10 **FISH AND WILDLIFE SERVICE.** See National Interagency Mobilization Guide.

11

12 **FOREST SERVICE.** See National Interagency Mobilization Guide.

- 13
- 14 • **RESOURCE TRACKING.**
- 15

16 Sending units will relay actual time of departure (ATD) and estimated time of arrival (ETA) for all

17 resources assigned.

18

19 Receiving units are responsible for follow up if resources do not arrive within reasonable limits of the

20 most recently communicated ETA.

21

22 All Great Basin resources (i.e., engines, hand crews, helitack) dispatched via a Coordination Center

23 resource order will observe the following procedures. These procedures will enable the Coordination

24 Centers to track and mobilize resources more efficiently.

- 25
- 26 ○ When mobilizing to or from an incident, resources will check-in with their Coordination Center via
- 27 the 1-800 Number (or to the number identified on the resource order) as close to a two-hour
- 28 interval as possible. (Helicopter flight crew should call during fuel stops.)
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- 30 ○ Miscellaneous overhead, driving to or being released from an assignment have the option to
- 31 check-in.
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57 **OVERHEAD / CREWS.** See National Interagency Mobilization Guide. After available local resources

have been exhausted, as well as those available under Initial Attack and/or mutual assistance agreements between units as outlined in (Page 20 - 4 / Line 6), requests for assistance shall be placed directly with the appropriate Great Basin Coordination Center.

- **OVERHEAD MOBILIZATION AND DEMOBILIZATION.**

MOBILIZATION - Great Basin Coordination Centers will fill orders from the best, most logical source available. This choice will be made on the basis of urgency or need, availability, delivery time, reasonable cost effectiveness, operational impact on other units, consideration of the integrity of the overall program, and, above all, safety. Units filling requests for personnel are responsible for ensuring **ALL** performance criteria are met.

All efforts should be made to fill requests with agency personal/equipment first, followed by co-operators, AD's and contractors.

Supplemental Fire Department Resources - See National Interagency Mobilization Guide.

Great Basin Coordination Centers will accept requests for general clerical, driver, or laborer positions only after all sources available at the local unit level have been exhausted or have been determined to be unavailable. See National Interagency Mobilization Guide.

Name Requests for suppression or all-hazard incidents should be rare and are appropriate only for highly specialized positions or to meet agency objectives. (See National Interagency Mobilization Guide, Chapter 20, Page 18.) All name requests processed through the GACC will require Coordinator on Duty approval.

If a request requires individuals to be self-sufficient for the duration of the assignment, they must be able to procure food, lodging, and local transportation.

DEMOBILIZATION - Orderly flow of personnel and resources from the incident to their place of origin must follow the reverse order of mobilization and remain within established communication channels. Emphasis will be placed on having personnel home no later than 2200 local time during all demobilization. It must be recognized that occasionally the availability of large transport aircraft will dictate the time frames of the demobilization of resources.

Great Basin Coordination Centers shall establish priorities for releases and inform other centers of resources becoming available.

Demobilization information shall specify the last days off and how many days left before end of commitment and final demobilization.

If a resource is released for disciplinary reasons, no reassignment will be considered. The home unit and appropriate GBCC will be informed of disciplinary action. The home unit will be responsible for reassignment action.

Units/Incident Commanders will complete performance evaluations for all sub-standard performances (based on qualification levels or the ability to do the job) for suppression/support resources. These evaluations shall be immediately filled out and sent to the local line officer and forwarded to the appropriate Great Basin Coordination Center. The GBCC shall forward the evaluation to the responsible agency representative.

See the Interagency Incident Business Handbook, Subsection 12.7-1 for Rest and Recuperation (R&R) guidelines and See National Interagency Mobilization Guide.

- **CREWS (TYPE 1 and TYPE 2).** See National Interagency Mobilization Guide. All sending Dispatch Centers within the Great Basin shall forward a crew manifest via electronic means to the ordering unit via established dispatch channels. Agencies/Units sponsoring Type 2 and National Contract Type 2

1 IA crews will comply with established guidelines. Agencies/Units sponsoring Type 2 IA crews within
2 the Great Basin will be certified by the appropriate agency Fire Management Officer prior to
3 assignment.

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5 BLM Type 2 IA crews will be certified by the State Fire Management Officer prior to assignment.
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- 7 • **WILDLAND FIRE MODULES.** See National Interagency Mobilization Guide.
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- 9 • **SMOKEJUMPERS.** See National Interagency Mobilization Guide.

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11 Movement of smokejumpers within the Great Basin will be coordinated through the appropriate Great
12 Basin Coordination Center. During periods of high activity and upon the request of the Center
13 Manager, a smokejumper coordinator may be assigned at Coordination Centers to assist the GACC
14 with smokejumper operations. The appropriate Great Basin Coordination Center(s) must be notified
15 when fifty (50) percent of the smokejumpers have been committed by the local unit.

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17 The BLM Great Basin Smokejumpers operate under a BLM Operating Plan to supply four dedicated
18 "contingents" of smokejumpers to be pre-positioned upon request in Nevada, Utah, Idaho, and
19 Colorado, for a defined period of time. Each contingent consists of a minimum of twelve
20 smokejumpers plus a spotter and a smokejumper aircraft. The contingents can be activated without a
21 resource order anytime aircraft are available.

22
23 Orders for use of jump ready smokejumpers with aircraft within the Great Basin shall be on an Aircraft
24 resource order. Smokejumper booster orders shall be on an Overhead order

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26 There are three primary ways of ordering smokejumpers in the Great Basin. The type of order should
27 be based on immediate need or for planning purposes.

28
29 **INITIAL ATTACK LOAD.** The following procedures are for the purpose of expediting Initial Attack
30 requests. IA smokejumpers should be launched immediately upon receipt of order via phone, fax,
31 resource order or aircraft dispatch form. When the order is generated in ROSS the request will be for
32 an A-#, "Load, Smokejumper, Initial Attack". Additional request numbers are not required on such an
33 order. As soon as possible after the jumpship is airborne, the sending dispatch unit shall provide a
34 manifest by electronic mail/fax to the receiving unit per established dispatch channels. Notification to
35 the appropriate Geographic Area Coordination Center will be made within 15 minutes of dispatch.

36
37 Aircraft delivering smokejumpers should return to a designated airport or return to the sending base
38 before the end of the pilot's daily flight or duty limitations. If the aircraft is retained past the first
39 operational period it should be placed on an Aircraft Resource Order and requested through ordering
40 channels.

41
42 Smokejumpers held after release from the first IA assignment will be placed on an Overhead order
43 using individual "O" numbers.

44
45 **IA / PREPOSITION LOAD.** Smokejumpers may be ordered and mobilized for pre-position purposes
46 when multiple starts are occurring or are predicted. Smokejumper pre-position requests will be for an
47 A-#, "Load, Smokejumper, Initial Attack", and identified as "Preposition" in special needs on a single
48 Aircraft request number. The sending unit will provide a manifest form, with name and agency
49 identifier, through the established ordering channels. The duration of preposition will be negotiated
50 prior to launch between the requesting unit, sending unit and the appropriate Geographic Area
51 Coordination Center. IA / Preposition loads should be released within a reasonable time frame if they
52 are not utilized or otherwise negotiated with management (i.e. long term spike base, etc.).

53
54 **BOOSTER / INDIVIDUAL SMOKEJUMPER PREPOSITION:** When a long term commitment is
55 requested and cannot be met through a preposition load, jumpers can be ordered by individual
56 Overhead requests. The request may be filled using jumpships, driving, charter aircraft or commercial
57 travel and can be negotiated between the requesting unit/GACC and sending unit/GACC. If

smokejumper aircraft are used to deliver boosters the load should travel in a jump ready configuration.

- **HELICOPTER RAPPELLERS**

There are 5 USFS Forest/Regional aircraft with personnel that are available for use within the Great Basin and Nationally. Availability is subject to the needs of the home unit.

EXCLUSIVE USE HELICOPTER RAPPELLERS AND AIRCRAFT. Whenever an Exclusive Use Helicopter fills a helicopter request, the administrating/sending unit will send a fuel truck, support vehicle, manager/spotter and a minimum of 5 crew personnel. Orders for Rappelers with aircraft within the Great Basin shall be on an Aircraft resource order. Orders for rappel capable aircraft should be placed as immediate need (IA) or for preposition planning purposes,

IA PREPOSITION LOAD. Rappelers and aircraft may be ordered and mobilized for IA Preposition purposes when multiple starts are occurring or are predicted. Pre-position request will be on an A-#, as "Rappelers, Initial Attack", and identified as Preposition in special needs on a single Aircraft Request number. The Sending Unit will identify all personnel as subordinate A-#'s under the aircraft request. The duration of preposition will be negotiated between the ordering and sending units. IA Preposition loads should be released within a reasonable timeframe if they are not utilized or otherwise negotiated.

RAPPELLER BOOSTER REQUESTS. When a unit has the need for booster rappelers they can be ordered on individual overhead requests. Requests can be filled by one or more Rappel Bases within or outside the Geographic Area. Personnel qualification needs (i.e. Type 5 IC, FALC) should be specified in the Request Order form. Transportation can be accomplished by driving, using chartered aircraft, or commercial travel, and can be negotiated by the sending and receiving units.

- **HELICOPTER MODULE.**

ORDERING EXCLUSIVE USE HELICOPTERS. Whenever an Exclusive Use Helicopter fills a helicopter request, the administrating/sending unit will send a fuel truck, support vehicle, manager and a minimum of 3 crew personnel. The helicopter order will be placed on an Aircraft Order form with all the support/module information documented on that Aircraft Request Order form. Any specialty or other personnel qualification requirements (ICT4, PLDO, etc.) must also be specified.

Type 1 Exclusive Use Helicopters. Whenever a Type 1 Exclusive Use Helicopter fills a helicopter request, the administrating/sending unit will send a fuel truck, support vehicle, and manager.

When ordering Type 1 Exclusive Use Helicopters, consideration should be given to logistical concerns (i.e. road access for large support vehicles, accommodations for large contract crew, etc.).

ORDERING CWN / ON CALL HELICOPTERS. Whenever a CWN / On Call helicopter is ordered, a qualified Manager and Module is required to manage this resource. If none are available locally, a Manager/Module must be ordered simultaneously with the aircraft order through the appropriate Great Basin Coordination Center.

Units requesting helicopter modules for CWN / On Call helicopters will do so using an Overhead (O) support request for each position. Helicopter module requests should be coordinated with anticipated helicopter delivery time and location. Ordering a helicopter module for a CWN / On Call helicopter is not automatic. Ordering units should attempt to fill helicopter module positions internally first.

Cross reference notations should be made on the corresponding Aircraft resource order to identify which module is assigned to which helicopter.

If the intended use is for Initial Attack the Helicopter Manager request must specify a fitness level of arduous. Any specialty or other personnel qualification requirements (ICT4, etc.) must

also be specified.

When CWN / On Call personnel/modules are required to arrive with module/mission specific equipment (Radios, etc.) it must be specified at the time of request.

PERSONNEL REQUIREMENTS FOR CWN / ON CALL HELICOPTERS. (See the Interagency Helicopter Operations Guide (IHOG), Chapter 2 for a summary of personnel requirements.) For all agencies within the Great Basin, the following CWN / On Call Helicopter Manager/Module requirements shall be met:

CWN Type 1 and 2 Helicopters. There are both restricted category (restricted to external load only, no passenger carrying) and standard category (passenger carrying) Type 1 and 2 helicopters available. See IHOG Chap 2, Section III for definitions of FAA Standard and Restricted categories vs. Limited designation.

CWN Helicopter Manager/Module requirements are as follows:

Type 1 and 2 Restricted/Limited. Requires a Helicopter Manager only.

Type 1 Standard requirements are:

- **Wildland Fire Use.** Requires a Helicopter Manager plus 4 Helicopter Crewmembers.
- **Project Use.** Requires a Helicopter Manager only, with a request for additional Helicopter Crewmembers as necessary.

Type 2 Standard. Requirements are:

- **Wildland Fire Use.** Requires a Helicopter Manager plus 3 Helicopter Crewmembers.
- **Project Use.** Requires a Helicopter Manager only, with a request for additional Helicopter Crewmembers as necessary.

CWN / On Call Type 3 Helicopters.

- **Wildland Fire Use.** Requires a Helicopter Manager plus 2 Helicopter Crewmembers.
- **Project Use.** Requires a Helicopter Manager only, with a request for additional Helicopter Crewmembers as necessary.
- **Limited Use.** Requires Helicopter Manager only.

SUPPORT EQUIPMENT REQUIRED. CWN / On Call modules, when assigned, shall arrive with the following support equipment:

- If helicopter personnel / modules are required to arrive with special needed items (flight helmets, radios, etc.) it must be specified at the time of request.
- The Helicopter Manager shall have a portable programmable radio and necessary operational and contract administrative paperwork and forms (30 pounds additional weight is approved).
- If additional support equipment (cargo nets, vehicles, etc.) is needed, ordering unit must furnish or order (See Table on Page 20 - 10).

QUALIFICATIONS. Helicopter Managers and Helicopter Crewmembers must be qualified in accordance with agency policy.

Items to Consider When Ordering a Helicopter

HELICOPTER TYPE:			
Type 1 Standard		Cargo, Water and Passengers	
Type 1 Restricted/Limited		External Cargo, Water - No Passengers	
Type 2 Standard		Cargo, Water and Passengers	
Type 2 Restricted/Limited		External Cargo, Water - No Passengers	
Type 3 Standard		Cargo, Water and Passengers	
Type 3 Limited		See IHOG, Chapter 2, Section III.	
Special Requests:	Helicopter:	Personnel:	Equipment:
Helicopter must arrive with bucket	Density Altitude:	Module needed & should it be standard	Aerial firing:
Helicopter should be initial attack ready	Consider temperature and altitude.	Special requirements (i.e. aerial firing or rappeller qualified)	Sphere dispenser with spheres
Fuel truck/chase truck should report to different location	Capacity:	Are there Agency considerations with regard to personnel	Helitorch with ground crew fuel & vehicle(s).
	Minimum Passenger load consideration	Special Personnel:	Infrared equipment (w/operator)
	Minimum internal/external load requirement	Infrared operator	Other external equipment:
	Special Operations:	Retardant mixing/loading crew	Long lines
	Long Line	Helitorch mixing/loading crew	Nets, slings & swivel (specify if non-standard)
	Aerial firing	FLE crew (qualified smokejumpers)	Stokes litter or other specialized rescue items
	Helicopter retardant	Medical personnel (EMT)	Special buckets or tanks
	Non-standard water drops (i.e. Snorkel)	Pilot(s):	Ground Equipment:
	Rappeller	Special qualifications	Port-a-tank
	Fire Line Explosives (FLE)	Relief Pilot	Fueling:
	Rescue		Large capacity fuel operations

- 1 • **NON-STANDARD OVERHEAD GROUPS.** See National Interagency Mobilization Guide.
- 2
- 3 • **COMMUNICATIONS COORDINATOR.** See National Interagency Mobilization Guide.
- 4
- 5 ○ **FREQUENCY COORDINATION.** The Great Basin Frequency Coordinators are responsible for
- 6 coordinating with NIRSC at NIFC, local units, and GACC's on assignment, coordination and
- 7 control of frequencies.
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- 9 • **INCIDENT METEOROLOGIST.** See National Interagency Mobilization Guide.
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- 11 • **CACHE SUPPORT POSITIONS.** See National Interagency Mobilization Guide.
- 12
- 13 • **NATIONAL INCIDENT MANAGEMENT TEAMS.**
- 14
- 15 ○ **INTERAGENCY INCIDENT MANAGEMENT TEAMS.** See National Interagency Mobilization
- 16 Guide.
- 17

18 The Great Basin Geographic Area has two (2) Type 1 Incident Management Teams and five (5)

19 Type 2 Incident Management Teams.

20

21 The decision as to which type of team to utilize is usually based on incident complexity and other

22 considerations. An Incident Complexity Analysis (See Interagency Standards for Fire and Fire

23 Aviation Operations, Appendix F and G) may be used by the ordering unit, in consultation with the

24 responsible Line Officer or Manager, in making decisions regarding ordering of Incident

25 Management Teams.

26

27 The primary mission of these teams is for wildland fire management. FEMA requests for teams

28 will be honored by all federal agencies, and on a case-by-case basis by the state and local

29 cooperators.

30

31 Incidents that do not meet the above criteria will be filled on a case by case basis at each

32 agency's discretion.

33

34 **TYPE 1 INCIDENT MANAGEMENT TEAMS.** The Great Basin and Rocky Mountain Geographic

35 Areas have three (3) Type 1 Incident Management Teams on a combined Rocky Mountain/Great

36 Basin rotation and National rotation. The teams will be identified on the National rotation as

37 "Rocky Basin". They will be identified by the Incident Commander's last name and/or Team #.

38 This rotation is established following the Great Basin team selection meeting (See Page 60 - 5 /

39 Line 1). Great Basin Type 1 Teams will comply with the Great Basin Incident Management Team

40 Operating Plan (Supplement 1). Operating and dispatching procedures are as follows:

41

42 ▪ **GENERAL PROCEDURES.**

43

44 All requests for Type 1 Incident Management Teams will be made through established

45 dispatch channels.

46

47 Rocky Mountain / Great Basin Coordination Centers and NICC will place resource orders for

48 the on-call "Rocky Basin" Incident Management Team with the appropriate Coordination

49 Center as follows:

50

51 **GBCC - Team 1 (Lund)**

52 **GBCC - Team 2 (Harvey)**

53 **RMCC - Blume**

54

55 It is the responsibility of the Incident Commander's Geographic Area Coordination Center to

56 notify cooperating GACC's / NICC of internal commitment of a team.

57

Type 1 teams are on-call on a year round basis. Each on-call period will begin at 0001 hours Wednesday (MT) and continue through the following Tuesday at 2400 hours (MT).

The Rocky Basin Type 1 Incident Management Team call-out schedule will begin the next rotation after the team selection meeting, and continue through the year.

Once a team has been mobilized, the next Type 1 team on rotation will fill the remainder of that call-out period and their scheduled call-out period, so that the scheduled rotation remains the same.

If the Type 1 Incident Commander and Deputy are unavailable for call-out, the entire team is unavailable. The next team on the schedule will move up to on-call status. The Deputy Incident Commander may be allowed to take the team with Geographic Area MAC Group approval.

When more than two primary Command/General Staff members are unavailable for dispatch, the team is unavailable. The next team on the schedule will move to the on-call status for the remainder of the week, plus its regularly scheduled week.

A Long Team configuration shall be the normal response within the Great Basin/Rocky Mountain Area unless the requesting unit specifically requests a short team. The Rocky Mountain Team configuration will be accepted within the Great Basin.

Great Basin Teams will comply with the national standard on team configuration for short and long teams when mobilized. Any deviation from the national standard will require the approval of the requesting unit and is the responsibility for the Incident Commander to negotiate. (See National Interagency Mobilization Guide, Chapter 60, Page 192)

On-call team members will be available for mobilization within two hours during the designated period of call-out.

If a short team is mobilized, the remaining members of the team will be kept in on-call status for twenty-four (24) hours. After 24 hours, these members may be available for single resource assignments

Team Performance Evaluations will be completed by agency line officers for all incidents within their jurisdiction. Performance evaluation forms or narratives shall be completed utilizing the Great Basin Incident Evaluation Form and forwarded to the Great Basin Operations Specialist within 14 days of the close-out by the Incident Commander. The Great Basin Operations Specialist will forward to the Great Basin Operations Committee Chairperson.

Agency line officers should follow-up with Incident Commanders 60-90 days following the close of the incident to provide feedback on the incident finance package.

▪ **ROLES & RESPONSIBILITIES FOR TEAM COORDINATION AND MOBILIZATION.**

Team Coordination Center. The Great Basin Coordination Center (GBCC) is the overall coordinator of Type 1 Teams within the Great Basin.

Great Basin Coordination Center (GBCC). The GBCC is responsible for team members within their geographic areas of responsibility in the Great Basin.

Unit Dispatch Centers. Dispatch Centers are responsible for team members within their dispatch area.

The following identifies the coordination levels and the roles and responsibilities of each:

Team Coordination Center (GBCC)

Maintains current information on the "Rocky Basin" Team regarding rotation/availability for National and Great Basin/Rocky Mountain call-up.

Disseminates standby and alert notices to the appropriate centers.

Provides status information on the Situation Report, and as needed to GBCC, RMCC, NICC and the dispatch centers within their area.

Relays and/or receives mobilization and demobilization information to/from the appropriate Dispatch/Coordination Centers.

Coordinates travel arrangements between sending and receiving units when necessary.

Provides an end-of-the-year report of team utilization.

Great Basin Coordination Center (GBCC)

Receive and implement mobilization requests from the ordering units and process orders through appropriate channels.

Notify team member's unit dispatch center and Incident Commander of on-call/standby status of team and any current fire activity which potentially might affect team status.

Advise/coordinate with appropriate Incident Commander on substitution needs pertaining to the team.

Unit Dispatch Centers.

Notify each team member of on-call status if different than regular rotation schedule. It is incumbent on each team member to make notification to his/her IC and the local unit dispatch center if he/she will be unavailable for the call-out period.)

Receive mobilization/demobilization order and process according to dispatch plan.

Coordinate with appropriate coordination center concerning team members' transportation arrangements.

TYPE 1 TEAM REASSIGNMENT AND DEMOBILIZATION PROCEDURES.

Reassignment. No reassignment of out-of-area Type 1 teams, from one incident to another, will occur unless done in coordination with NICC. Reassignments of in-area teams can occur, but should be coordinated with the appropriate Geographical Area Center Manager (or MAC Group, if in place) and NICC.

Demobilization. Normal demobilization procedures for Type 1 Teams will involve demobilizing the entire team at the same time. In rare circumstances, a unit can request continued assistance from an individual team member after the team departs. Concurrence from the team IC and the team's sending Coordination Center will be necessary for this to occur.

PROCEDURES FOR NOTIFICATION OF ON-CALL STATUS.

Team members are responsible for statusing themselves in ROSS. Dispatch centers will

confirm team member availability, especially if outside the normal team schedule. Established team rosters, with substitutes as they occur, shall be created by and be the responsibility of the Great Basin Coordination Centers. These lists shall be posted to the Great Basin Coordination Centers website.

GBCC will notify RMCC and dispatch centers of any changes in the rotation.

TYPE 2 INCIDENT MANAGEMENT TEAMS. The Great Basin has established five Type 2 Teams. The Great Basin Type 2 Team rotation and call-out schedule will run from May until October. Each one-week on-call period will begin at 0001 hours Friday (Mountain Time) and continue through Thursday at 2400 hours (Mountain Time). See Page 60 - 7 for rotation schedule. Great Basin Teams will comply with the Great Basin Incident Management Team Operating Plan (Supplement 1). Operating and dispatching procedures are as follows:

▪ **GENERAL PROCEDURES.**

All requests for Type 2 Incident Management Teams will be made through established dispatch channels.

When more than two primary Command/General Staff members are unavailable for dispatch, the team is unavailable.

Great Basin Type 2 Teams will adhere to National guidelines regarding weight limitations, shift lengths, and length of fire assignments.

Long Team configuration will be the normal response within the Great Basin, unless the requesting unit specifically requests a short team.

Type 2 Team members that are on-call shall be available for mobilization within two hours.

If a short team is mobilized, the remaining members of the team shall be kept on-call for twenty-four (24) hours. After 24 hours, these members may be available for single resource assignments.

- **TEAM CONFIGURATION.** Great Basin Teams will comply with the national standard on team configuration for short and long teams when mobilized. Any deviation from the national standard will require the approval of the requesting unit and is the responsibility for the Incident Commander to negotiate. (See National Interagency Mobilization Guide Chapter 60.)

- **MOBILIZATION OF GREAT BASIN TYPE 2 TEAMS.** Teams will be ordered through the following GBCC's for use within the Great Basin area, or by NICC. All orders for additional Type 2 Teams from outside the Great Basin will be ordered by the appropriate GBCC through NICC.

Team 3 (Rosenthal)

Team 4 (Kidd)

Team 5 (Wilde)

Team 6 (Dunford)

Team 7 (DeMasters)

- **ROLES AND RESPONSIBILITIES OF THE COORDINATION CENTERS.** The following identifies the roles and responsibilities of the Coordination Centers relative to Type 2 Teams:

The GBCC is the primary contacts for all orders regarding Great Basin Type 2 Teams.

Receive and implement mobilization requests from the ordering units and process orders through appropriate channels.

Maintain current information on team status regarding rotation for the Great Basin area and disseminate standby and alert notices to the appropriate Incident Commander and dispatch center.

Established team rosters, with substitutes as they occur, shall be created by and be the responsibility of the Great Basin Coordination Centers. These lists shall be posted to the Coordination Centers website.

Advise/coordinate with appropriate Incident Commander on substitution needs pertaining to the team.

Provides status information on the Situation Report, and as needed to other Geographic Area Coordination Centers, NICC and the dispatch centers within their area.

▪ **PROCEDURES FOR MOBILIZING GREAT BASIN TYPE 2 TEAMS.**

Dispatch Centers and NICC shall order an Incident Management Team through the appropriate GBCC following established dispatch channels.

The Coordination Center will relay orders to dispatch centers.

Dispatch centers shall advise team members & coordinate transportation with GBCC.

- **TYPE 1 AND 2 TEAM MOBILIZATION ORDER CHECKLIST.** The mobilization order checklist can be found on the Great Basin website at:

<http://gacc.nifc.gov/egbc/overhead.php>

○ **NATIONAL AREA COMMAND TEAMS.**

See [National Interagency Mobilization Guide](#).

○ **NATIONAL INCIDENT MANAGEMENT ORGANIZATION TEAMS (NIMO)**

See [National Interagency Mobilization Guide](#).

• **INCIDENT SUPPORT TEAMS.**

- **BUYING TEAMS.** See [National Interagency Mobilization Guide](#). Rocky Mountain and Great Basin Buying Team members are attached to their team and are unavailable as individual overhead, unless the team stands down.

The Rocky Mountain and Great Basin Geographic Areas have established National and Geographical Buying Teams. When activated, a Buying Team will be assigned to and work for the Line Officer or designate (Administrative Representative) of the unit with the incident(s). The teams will be requested as a team only through established dispatch channels and not as miscellaneous overhead.

If units need additional procurement assistance, orders may be placed for the specific required positions. The Administrative Representative will provide those accommodations and services that are necessary for the unit to function.

National Buying Teams. See [National Interagency Mobilization Guide](#), Chapter 60 for team configurations.

National Buying Teams consist of seven (7) positions: two (2) qualified procurement personnel, four (4) personnel support positions and one (1) procurement or leader trainee. Each team shall have at least one Contracting Officer with a minimum of \$150,000 warrant authority.

- Buying Team status and ROSS roster will be maintained by the Geographic Area Coordination Center of the team leader, and home or local Dispatch Center.
- All Buying Team members will be ordered through and mobilized by their respective Geographic Area Coordination Center/home (local) dispatch center.
- The Rocky Basin National Buying Team call-out schedule is a year-round rotation.
- Team Leaders have the option of standing their team down at any time. If a team stands down, the remaining members may be available for single resource assignment.
- Once a team has been mobilized, the next team in rotation will be notified and placed on 24 hour call status for the remaining period. Once a team has been demobilized, regardless of length of assignment, the released team will move to the last position in the rotation.
- Once the Rocky Basin National Buying Team(s) are committed, additional team(s) must be obtained from the National Roster.

Geographical Buying Teams. The Geographical Buying Teams consist of four (4) positions: one (1) qualified procurement personnel, two (2) support personnel, and one (1) trainee. Each team shall have at least one (1) procurement official with a minimum \$25,000 warrant authority. Support personnel from the incident agency may be used.

- Buying Teams status and ROSS rosters will be maintained by the Geographic Area Coordination Center of the team leader.
- All Buying Team members will be ordered through and mobilized by their respective Geographic Area Coordination Center/home (local) dispatch center.
- The Rocky Basin Geographical Buying Team call-out schedule will start 0001 hours (Mountain Daylight Time, MDT), approximately April 24, and end 2400 hours (MDT) approximately October 8.
- Team Leaders have the option of standing their team down at any time. If a team stands down, the remaining members may be available for single resource assignment.
- Once a team has been mobilized, the next team in rotation will be notified and placed on 24 hour call status for the remaining period. Once a team has been demobilized, regardless of length of assignment, the released team will move to the last position in the rotation.
- The Great Basin Coordination Center will maintain a Geographical Buying Team rotation located at:

http://gacc.nifc.gov/egbc/logistics/docs/Buyingteam_rotationroster2.htm

Buying Team Substitution Procedures. For Both National and Geographical Buying Teams, a substitute can be filled from the Alternate Buying Team member list. It is the responsibility of the Buying Team Leader and/or Buying Team Coordinator to provide substitutions and an updated roster to the appropriate GACC.

Every effort will be made to substitute Buying Team personnel within the Rocky Mountain/Great Basin Geographic Areas. In the event sufficient resources are not available within the Rocky Mountain/Great Basin geographical boundary to fill all team positions, the resources may come from other areas. The Buying Team Coordinator will maintain a list of in-GACC qualified BUYM alternates, as well as a prioritized list of BUYM(T) trainees from whom the BUYLs may select needed resources for their Buying Team when on call in the rotation. Team assignments from the list are for that call-out period only,

Procedures for Notification of On-Call Status. The team leader will ensure that the appropriate Coordination Center has a current roster prior to the on-call date. The Coordination Centers will notify the team leader of any changes to the rotation. Team members are responsible to know the on-call schedule and be available, and to inform their Team Leader and local Dispatch of availability status during their assigned week so that replacements can be named.

Procedures for mobilizing a Buying Team.

- All orders for Buying Teams will follow standard dispatch procedures. When a Rocky Basin Buying Team is mobilized within the Rocky Mountain or the Great Basin Geographic area, the requesting GACC will place the order for the teams with the respective managing GACC, as appropriate. Transportation information will be processed through regular dispatch channels.
- During high fire activity incident agencies are encouraged to share Buying Teams with neighboring units. Buying Teams can be supplemented with additional support personnel to ensure the needs of all incidents are being met.

Roles and Responsibilities for Team Coordination and Mobilization.

- **Team Coordination Center:** Each GACC will maintain the status of the team's leader. GBCC and RMCC are responsible for mobilizing individual team members within their geographical areas. Each center will notify the other centers of Buying Team mobilizations within their geographic area.

The coordination center will confirm the buying team leader status through the on-call team rosters distributed via dispatch channels.

- **Unit Dispatch Centers:** Responsible for team members within their dispatch area.
- **Team Leaders:** Responsible for their team and assures availability of members. The Buying Team Leader will request substitutes from a list of qualified buying team leaders and members provided by the Rocky Basin Buying Team Coordinator.
- **Team Members:** Responsible to know the on-call schedule and be available during the on-call period. Provide sufficient notice to their leader and Dispatch Center of availability or unavailability prior to each alert period.

INCIDENT BUSINESS ADVISOR. The Incident Business Advisor (IBA) serves as liaison and advisor to the Agency Administrator (AA), working directly for the AA or their delegate. The IBA is recognized as an interagency position and serves as a "bridge" to the AA, the Incident Management Team, and other incident support functions. This bridge provides a communication flow to assigned resources with the focus being successful incident business management practices. The IBA will facilitate the unit's ability to implement sound Incident Business Practices such as cost effectiveness and adequate financial documentation. See National Interagency Mobilization Guide for requirements on the use of IBAs.

- **ADMINISTRATIVE PAYMENT TEAMS (APT).** See National Interagency Mobilization Guide. The policy and procedures in the National Interagency Mobilization Guide apply to U.S. Department of the Interior (DOI) agencies only.
- **BURNED AREA EMERGENCY RESPONSE (BAER) TEAMS.** See National Interagency Mobilization Guide.

○ **CRITICAL INCIDENT PEER SUPPORT GROUPS**

- **DEFINITION.** A Critical Incident is any incident so unusually stressful and powerful that it breaks through an individual's emotional defenses to cause an immediate or delayed emotional reaction that may be beyond a person's ability to cope. Examples of critical incident and when to call for support are:

Death of a team or crew member.

Fire shelter deployment, loss of life following (or despite) unusual physical or emotional effort (rescue personnel, co-workers providing assistance, etc.).

An accident with casualties/injuries or an incident with serious potential to have caused an accident.

Incidents requiring the suppression of normal reactions.

Events charged with profound emotion.

- **ORDERING.** The Great Basin has the ability to mobilize Critical Incident Peer Support Groups upon request. The Great Basin does not provide Critical Incident Stress Management Teams or "CISM Teams."
- A Critical Incident Peer Support Group consists of a Group Lead, Peer Supporters trained in Critical Incident Stress response processes and a licensed mental health care professional. Every attempt will be made to provide peer to peer support (i.e. hotshot personnel are requested for hotshot/crew related incidents.)
- Requests for Critical Incident Support should be made by the Agency Administrator or designee to the appropriate Great Basin Coordination Center. A general overview of the situation is required and Great Basin Coordination Centers will work with the CI Support Program Coordinator who will determine the number and types of positions needed. The ordering GACC will work with the CI Support Coordinator to order support group members via the roster function in ROSS. CI Support Group personnel are ordered as THSP.
- If the Great Basin CISM Coordinator is unable to fill the request, units may work through EAP or local governments for assistance. For more information refer to Great Basin Mobilization Guide, Supplement 2, Critical Incident Support or the Great Basin CI Peer Support website at: <http://gacc.nifc.gov/wgbc/GBCG/cismindex.htm>

- **NATIONAL FIRE PREVENTION/EDUCATION TEAMS.** Fire Prevention/Education Teams are ordered through normal dispatch procedures. Include a detail request form with the order when appropriate. See National Interagency Mobilization Guide, Chapters 20 and 60.

- **WILDLAND FIRE AND AVIATION SAFETY TEAMS (FAST).** See National Interagency Mobilization Guide and Great Basin FAST Operations Procedures Guide.

Requests for a FAST team shall be approved by the Great Basin Coordinating Group and will be coordinated by the Great Basin Multi-Agency Coordinating Group Coordinator (GB MAC) or the Great Basin Operations Specialist when a MAC Coordinator is not assigned. Wildland FAST's are chartered by the GB MAC Group with a Delegation of Authority and will report back to the GBMAC.

The Great Basin FAST Operations Procedures Guide is located at:

<http://gacc.nifc.gov/wgbc/GBCG/MAC/MAC.htm>

1 All requests need to be routed to the organization representative on the Great Basin MAC group.
2 This strategy allows the MAC group to monitor the number and types of safety review teams they
3 have in their field. All FAST teams will receive a delegation of authority from the MAC group that
4 specifies the objectives and scope of their mission.

5
6 A national FAST can be ordered through the National Interagency Coordination Center and
7 authorized through the National MAC group if qualified personnel are not available in the Great
8 Basin.

- 9
10 ○ **AVIATION SAFETY and TECHNICAL ASSISTANCE TEAMS (ASTATs).** During high levels of
11 aviation activity it is advisable to request an Aviation Safety and Technical Assistance Team
12 (ASTAT). An ASTAT's purpose is to enhance risk management, efficiency, effectiveness and
13 provide technical assistance while reviewing aviation operations on wildland fires.

14
15 An ASTAT will operate under a Delegation of Authority from the appropriate State/Regional
16 Aviation Manager(s) or Multi Agency Coordinating Group. Formal written reports shall be
17 provided to appropriate manager(s) as outlined at the in-brief. A team should be developed to fit
18 the need of the requesting unit and may consist of the following:

- 19
20 ▪ **Aviation Safety Manager;**
21
22 ▪ **Operations Specialist (helicopter and/or fixed wing);**
23
24 ▪ **Pilot Inspector;**
25
26 ▪ **Maintenance Inspector (optional);**
27
28 ▪ **Avionics Inspector (optional);**
29
30 ▪ **Aircraft Dispatcher (optional).**

- 31
32 • **FIRE SECURITY POSITIONS.** The job titles for ground level security personnel working in the
33 facilities and field security areas reflect the training and experience necessary to safely accomplish
34 the job.

- 35
36 ○ **SECURITY SPECIALIST 1.**

37
38 A Security Specialist 1 is a qualified Peace Officer, Law Enforcement Officer, or Commissioned
39 Officer. Security Specialist Level 1 (SEC1), per the National Interagency Mobilization Guide, is
40 authorized or equipped to make arrests or serve warrants and is agency certified.

41
42 Peace Officers, Law Enforcement Officers, and Commissioned Officers who fill the Security
43 Specialist 1 position shall report to the incident with their defensive equipment. Defensive
44 equipment shall be transported and carried in accordance with respective agency policies.

45
46 The following is a comparison of equivalent ratings among agencies. However, when actually
47 ordering, ensure that the individual is certified at the level specified (i.e., Security Specialist 1).

48
49 SEC1: USFS: Law Enforcement Officer

50
51 BLM: Ranger/Agents

52
53 BIA: Commissioned Officers

54
55 NPS: Commissioned Officers

56
57 FWS: Refuge Officers

- **SECURITY SPECIALIST 2.**

A Security Specialist 2 has, at a minimum, Forest Service Level 2 Law Enforcement Training and experience (or another agency's equivalent) and is skilled in recognizing actual and potential security problems.

Security Specialist 2 (SEC2) is not authorized or equipped to make arrests or serve warrants, but is agency certified.

- **HUMAN RESOURCE SPECIALIST.** The following applies to incidents on USDA-Forest Service lands only. A Human Resource Specialist will be ordered for Forest Service incidents with 300 or more people. Incident Commanders should evaluate the need for this position on incidents with less than 300 people and order one if needed.

- **UNION REPRESENTATIVES.** Incident Commanders of Type 1 and Type 2 Incident Management Teams are responsible for notifying the applicable Coordination Center via the unit dispatch center when a fire has reached a level of three hundred (300) individuals on a Forest Service fire or three hundred (300) Forest Service employees on other than a Forest Service fire. The Coordination Center will notify the Regional Union Vice-President: Bill Self at 801-625-5227 (work) or 801-391-4130 (cell). Notification will include the fire name and the name of the Incident Commander.

- **COST UNIT COMPUTER APPLICATION.**

- **GENERAL CONSIDERATIONS.** ISUITE COST module is a computer application that has been developed for use on fires. Advantages to using the computer applications include:
 - Provides support for cost share arrangements.
 - Improves the accuracy of Incident Cost Reports.
 - Provides timely analysis of fire costs for the IC to make more informed decisions.

- **GREAT BASIN TRAINEE PRIORITIZATION PROGRAM**

The Great Basin Trainee Priority Program provides a process to identify and promote employees in completing wildland fire management experience requirements. These requirements are needed to achieve Incident Command System (ICS) qualifications, agency positions and to support succession planning for Incident Management Teams.

General Information:

- ICS positions included in the Priority Trainee Program are:
 - Incident Commander Type 1-3
 - All Command Staff positions including Information Officer, Safety Officer, Liaison Officer and Human Resource Specialist
 - All Logistics Section positions
 - All Finance Section positions including Incident Business Advisors
 - All Planning Section positions including Strategic Operational Planner
 - Operations Section positions Task Force Leader and above
 - Air Operations positions Helibase Manager Type 2 and Single Engine Air Tanker Manager and above
 - All Dispatch positions
- The Great Basin coordination centers will utilize the priority trainee list for mobilizing all trainees within and outside of the Great Basin.

- Incident Training Specialists will contact the hosting coordination center to fill trainee positions on incidents.

Procedure:

- Trainees will work with local unit fire training officers to complete the nomination form.
 - Local unit training officers will prioritize trainees by position and submit their lists to the Zone Training Representative.
 - The Zone Training Representatives will determine trainee priorities by position for the zone.
 - The Zone Training Representatives and the Great Basin Training Committee will set final Great Basin priorities for each trainee position.
 - The Great Basin GATR will compile and maintain the list and provide it to the coordination centers.
 - When there is an opportunity for a trainee to mobilize within or outside of the Great Basin, the coordination centers will utilize the priority trainee list to fill the orders.
 - When a trainee completes an assignment, the Incident Training Specialist with the IMT will ensure that all Great Basin priority trainees have an evaluation completed for the assignment. A copy of the evaluation and information about percentage of position task book completed will be sent to the GATR. If the trainee receives a negative performance evaluation the GATR will forward that evaluation to the trainee's agency representative on the Great Basin Operations Committee.
 - Once a trainee is recommended for certification, the Incident Training Specialist and the trainee's local unit training officer will notify the GATR so that another priority trainee can move up the priority list.
- **INTERAGENCY RESOURCE REPRESENTATIVE (IARR)** An Interagency Resource Representative may be assigned to out of Geographic Area incidents with Great Basin resources assigned to them. Great Basin IARRs are ordered by Great Basin Coordination Centers and report directly to the Coordinator on Duty (COD) or the IARR Coordinator if one is activated.

As a representative of the Great Basin the IARR acts as a liaison between area resources and the Incident Management Teams, Area Coordination Center, hosting Agency Administrator/Fire Management organization and represents the interests of the sending area in relation to the sending area resources.

- **USFS REGION 4 - HAZARD TREE BLASTERS.** For information regarding hazard tree blasters, see the following link or contacts below.

http://fsweb.r4.fs.fed.us/unit/rf/safety_wellness/blasting/index.shtml

Regional Coordinator
Douglas Anderson
(801) 625-5792

Regional Blaster
Rich Young
Office (208) 384-3247
Cell (208) 861-5780

EQUIPMENT/SUPPLIES. All equipment and supply orders will follow established ordering procedures. Cache orders will be filled to meet timeframes specified, using the most economical service. All National Fire Equipment System (NFES) items are shipped ready for fireline use.

- **EQUIPMENT/SUPPLIES MOBILIZATION.**

Contracted resources awarded under a competitive solicitation process shall be mobilized using established dispatch procedures before at-incident agreements are issued on Federal Fires.

For lands under State Protection, see the Rocky Mountain-Great Basin Supplement to the Incident Business Management Handbook, Chapter 50-Cooperative Relations.

Requests for supplies and equipment will be ordered in two specific categories: “E” for Equipment and “S” for Supplies.

- All equipment requests will be processed using ROSS. Examples of Equipment resources: National Contract Mobile Food Services (Caterers), National Contract Mobile Shower Facilities, and Rolling Stock (e.g., engines, water tenders, dozers, etc.).
- Supplies will be requested via ROSS or on a Supply Resource Order Form. Supplies are identified as materials or goods not defined in any other resource category. This includes, but is not limited to, all NFES items.

Orders for most NFES supply items for Great Basin area incident use can be ordered directly from the Great Basin Area Incident Support Cache (GBK) by Type 1, 2 and established Type 3 Incident Management Teams (IMTs), with the approval of the incident’s hosting agency unit, thus bypassing dispatch. However, incident and dispatch personnel would still be required to coordinate the assignment of “S” numbers.

With the exception of Type 1, 2 and established Type 3 IMTs, orders for NFES supply items for incident use and local cache restock can only be ordered using established ordering procedures.

Orders should be consolidated and prioritized by ordering offices.

- Priority/critical requests, primarily to meet an extreme need, should be noted on the resource order or fax cover sheet or in the ROSS “Special Needs” field.
- GBK will process orders in the following priority: initial attack, extended attack and restock of local caches.

Phone notification of all NFES supply orders placed with GBK via fax or ROSS is essential to ensure receipt and timely processing.

Resource order requests that GBK is unable to fill will be forwarded by GBK to the closest National Interagency Support Cache (NISC) able to fill the request, replaced with a suitable NFES substitute, cancelled, or filled locally.

Resource orders to GBK shall include:

- Incident/Project Name, Order Number, and Fire Code or complete BLM FBMS financial code for non-suppression orders. All USFS financial codes require an override code.
- Complete billing and shipping address (no P.O. Boxes).
- Incident Base Phone Number, Jurisdiction/Agency and Ordering Office.

- Request number.
- Correct unit of issue (ordered by standard pack when practical), NFES number and description of item as identified in the NFES Catalog.
- A realistic date and time needed.
- Delivery instructions and mode of transportation preferred. If there is not a physical address associated with the delivery point (i.e., ICP, Helibase, etc.), then driving instructions and/or a map may be required

Orders placed to GBK will be defined in one of two categories:

- **INCIDENTS ORDERS:** These are orders sent directly to incidents by GBK that have grown beyond the issuing capabilities of the local unit. GBK will retain responsibility for tracking and accounting (through incident summary reports) of supplies that they send to these incidents. **The appropriate BLM FBMS financial code must be assigned by the ordering dispatch center before GBK can process these orders.**

Incident to GBK orders: Incidents will fax NFES orders directly to GBK for fulfillment. S numbers from the block of "incident-to-cache" supply request numbers (S-100,000 to S-199,999) will be assigned by the incident so that GBK can initiate the order in ICBS. For long duration incidents, coordination between transitioning IMTs must take place to ensure S number duplication is avoided.

Incident to Dispatch orders: The host unit dispatch will initiate the S numbers between S-1 and S-99,999 in ROSS. NFES supply orders will be sent through ROSS and the ROSS/ICBS interface will push the orders through to GBK for fulfillment.

- **CACHE RESTOCK ORDERS:** These are orders for items to replenish local cache stocks. Issuing, tracking and accounting of these items will be the responsibility of the ordering unit. A financial code specific to the ordering unit will be used throughout the fiscal year for these types of orders.

Dispatch or local caches will initiate the S numbers between S-1 and S-99999 in ROSS. NFES local cache restock orders will be sent through ROSS and the ROSS/ICBS interface will push the orders through to GBK for fulfillment.

At Great Basin Preparedness levels 4 and 5, GBK may, in concurrence with Great Basin Coordination Center Managers, discontinue filling orders other than those directly related to emergency incident support.

If an incident moves the Incident Command Post (ICP) or Base Camp, GBK must be notified immediately and provided new driving directions and/or map (if needed), as well as an incident phone number to facilitate timely planning and delivery.

Emergency Equipment Rental Agreements (EERA) / Incident Blanket Purchase Agreements (IBPA). EERAs/IBPAs not on a National template or dispatch priority list will be ordered using the established rates in the local Service and Supply Plan.

Ordering Competitively Solicited Equipment. All requests for contract equipment hired from Competitive Solicitation Templates will be statused in ROSS and ordered utilizing the best value dispatch priority listing (DPL) for each equipment type. The first resource on the DPL that is available will be ordered. Upon release it will return to their original place on the DPL. No other rotation will be used. Each Dispatch Center will be provided a DPL by the Contracting Officer for that Competitively Solicited Equipment. The specifications for that agreement will be adhered to in full.

After local DPL's are exhausted or if the resource is not listed on a DPL, dispatch may order from their neighbors DPL if the mobilization is cost effective. Local dispatch centers may opt to place orders for competitively solicited equipment beyond neighboring dispatch centers if date/time needed, can be met and mobilization costs are acceptable. If not, contract equipment may be ordered locally using an Incident Only EERA or commercial invoice.

Once a private piece of equipment has been hired, an "agency identifier" (e.g., NV-PRI) in block 12 will be designated as the State where the contractor is based, and this will serve to identify to the receiving unit that a piece of private equipment is filling the request rather than an agency resource.

The use of vendors who arrive at incidents without being ordered (i.e., fire chasers) should be discouraged. Some situations may dictate the use of fire chasers to meet an immediate need, but these units should be replaced as soon as practical with equipment provided through normal dispatch/hiring process.

IBPA and Incident Only EERA contracted resources shall not be held as contingency resources unless ordered and placed under hire.

IBPA equipment that has been competitively bid may be used to fill severity requests normally at 75% of the work rate.

INCIDENT SERVICE AND SUPPLY PLAN. See Section 25 in the Interagency Incident Business Management Handbook for specific documents to be included in the service and supply plan.

- **EQUIPMENT/SUPPLIES DEMOBILIZATION.**

See National Interagency Mobilization Guide.

When demobilizing contracted equipment, vendors awarded Incident Blanket Purchase Agreements (IBPAs) as a result of competitive solicitations, shall be given priority to remain on the incident over resources with Incident Only EERA agreements, unless the Incident Commander determines it necessary to deviate based on a specific incident need or objective.

- **NFES ITEM CATEGORIZATION.** Recognized categories of supplies for return and accounting purposes include:

TRACKABLE - Items with high dollar value, sensitive property classification, limited availability, or other criteria set by each NISC. **Trackable items** are usually engraved or tagged with a cache identification number and **must be returned to the issuing cache at the end of the incident use**, or documentation provided to the issuing cache as to why it was not returned. Repair tags are to be affixed to all power equipment. If the equipment is not operating in a satisfactory manner, please make note of the possible cause of the problem on the tag. 100 percent accountability is expected.

DURABLE - Items considered having a useful life expectancy greater than one incident. **Durable items in usable condition or economically repairable should be returned.** Acceptable loss rates for the following durable goods have been established:

- 10% for water handling accessories, helicopter accessories, tents, and camp items (heaters, lights, lanterns, tables, chairs, etc.)
- 20% for hose, tools, backpack pumps, sleeping bags, pads, etc.
- 30% for Personal Protective Equipment

CONSUMABLE - Items normally expected to be consumed during incident use. Examples include: batteries, plastic canteens, cubitainers, forms, MRE's, fusees, hot food containers, petroleum products, and medical supplies. **Do not return used consumables.**

- **CACHE RETURN PROCEDURES.** Returns to GBK should be made in the most expeditious manner available based on cost. Timely returns increase the logistical capabilities of the cache.

GBK will process returns for NFES items and credit the appropriate incident. Returns for credit should be received within 30 days after the control date of an incident.

All NFES items must be identified with the returning agency/office, incident name and number to insure credit is applied appropriately per agency regulations. Use of the *OF-316 Interagency Incident Waybill* (NFES 001472) is strongly encouraged for this purpose. To correctly credit appropriate funds when returning items to GBK, the following procedures are in effect:

- Returns for credit to specific project accounts will be accomplished within the same calendar year that items were issued.
- Items returned after the calendar year of issue will be credited to the agency's multiple fire account, unless accompanied by documentation of issue to specific project accounts. Note: Items returned after the calendar year end will affect fire loss/use reporting.

Reports may be requested from GBK to assist in identifying outstanding supplies for return.

Communications equipment must be returned to NIRSC at the National Interagency Fire Center as soon as an incident or the requirement has ended.

- Before sealing the kit boxes assure the contents will not be damaged in transit. Damages will be charged to the incident.
- Accountable property reports are included in the communications kits and should be used as necessary to report lost or damaged equipment.

Hazardous material shipping regulations are to be strictly enforced when returning hazmat items (see Hazmat Shipping Guide section of the NFES Catalog).

Recycling of plastics, cardboard, etc., is strongly encouraged and is the responsibility of the incident or host agency.

Medical waste must be transported to a licensed facility for proper disposal. **Do not return medical waste to GBK.**

- **PROPERTY RETURN PROCEDURES FOR LOCAL PURCHASE.** Supplies and equipment ordered with suppression funds will be returned to the ordering unit at the end of incident use and dispersed in one of three ways:

Items meeting NFES standards will be returned to the local cache or servicing NISC for re-use within the fire supply system.

Items NOT meeting NFES standards will be purchased with project funds by the local unit if the items are needed for program use.

Items will be delivered to the unit's excess property program for disposal.

- **CACHE DEMOBILIZATION SPECIALIST (CDSP).** The use of a CDSP is strongly encouraged on all incidents in the Great Basin with more than 500 personnel at full mobilization.

The position will assist in the return of supplies, and provide advice in the handling of sensitive items and hazardous materials. Use of this position can help reduce costs associated with sorting and marking supplies, with documentation and to place supplies in an available status quickly.

Resource orders will be initiated for a CDSP by the incident or the unit using established ordering procedures. The CDSP will report to the Logistics Section Chief or unit Fire Management Officer (FMO). Generally, a CDSP should be in place at the incident a minimum of 2 days prior to the anticipated IMT demob date. However, they can be requested at any time to assist in the return of supplies.

- **INCIDENT SUMMARY AND LOSS USE REPORT.** In order to assist managers in keeping incident-related equipment and supply loss to a minimum, Type 1 and 2 incident management teams are required to maintain accountability for these items. Guidelines and procedures for this accountability are provided in the Interagency Incident Business Management Handbook, Chapter 30.

To facilitate these procedures and provide oversight, an Incident Summary and Loss Use Report is provided regarding NFES supply item use for all Type 1 and 2 incidents, which has been accepted by the NWCG for all wildland fire agencies.

- These reports are compiled by the NISC providing primary support to the particular incident.
- Reports are forwarded to the responsible Agency Administrator by December 1st. The responsible Agency Administrator reviews the report and recommends appropriate follow-up action if losses are excessive. Such actions are documented and filed with the final incident records. Agency Administrators should be aware that the reports may not include late returns which could affect year end fire loss/use calculations.

The loss tolerance use rate is defined as all property and supplies lost, damaged or consumed on an incident.

- This rate is reported as a percentage that is calculated from the total dollar amount for items issued compared to items returned.
- The reasonable anticipated fire loss/use rate is 15 percent for trackable and durable items only. Consumable items are not included in this total.

- **NATIONAL INTERAGENCY SUPPORT CACHE (NISC) ORDERING PROCEDURES.**

See National Interagency Mobilization Guide.

GBK is the primary NISC for Great Basin units.

The Great Basin Coordination Center (GBCC) places orders for NFES items directly with GBK, with the exception of NIRSC radio systems and kits. If GBK is unable to fill a request, they (GBK) will forward the request to the nearest NISC that is able to fill the request. In such cases, GBK will retain responsibility for the issuing, tracking and accounting of these items.

All Great Basin Dispatch Centers have the authority to order directly from GBK for most NFES items. **Exceptions include NIRSC radio systems and kits, 500 Person Medical Kits, and Incident and Project Remote Automatic Weather Stations.**

The Great Basin Coordination Centers retain the option to allow other units to place orders direct to GBK or require all units to place orders back through the appropriate coordination center in overload situations.

Supply resource orders from the National Interagency Coordination Center (NICC) or other NISCs will be placed directly with GBK.

Orders sent to GBK will be through its Supply Office via ROSS, hard copy, or fax at (208) 387-5573/5548. **All supply ordering questions should be directed to the GBK Supply Office at (208) 387-5104.**

Overhead resource orders for cache personnel to and from GBK will be processed through the Boise Dispatch Center (BDC).

- **NFES ITEMS IN SHORT SUPPLY.** See National Interagency Mobilization Guide.
- **FIELD OFFICE REPLENISHMENT DURING FIRE SEASON.** Agency dispatch centers will use ROSS or the Resource Order Form to place restock orders to GBK. Restock orders must be the result of fire management activities and have the appropriate financial code. Miscellaneous “ABC” fires may be consolidated for ordering purposes to facilitate unit and cache procedures. Resource orders must be submitted no later than 30 days after fire closeout. The cache will make every effort to fill all restock orders prior to the end of each calendar year; however, back orders for cache restock will be canceled at the end of the calendar year. This will allow for close-out of incident specific fiscal charges.
- **FIELD OFFICE REPLENISHMENT OUTSIDE OF FIRE SEASON.** GBK will accept orders submitted by requisition or purchase order.
- **INCIDENT REPLACEMENT OF NFES ITEMS.** See National Interagency Mobilization Guide.
Prior to release from an incident, personnel may request replacement of equipment and supplies that were consumed, lost, damaged, or rendered unserviceable on the incident. Authorized IMT members and/or host unit agency officials may approve replacement of items at the incident if available, or by approving an Incident Replacement Requisition; OF-315 / NFES 001300 for replacement of NFES items by the incident’s servicing NISC (i.e., the NISC with primary responsibility to support the incident). Approval of replacement requests are based on Engine Accountability sheets or other fire equipment inventory documents approved by the requesting resource’s home unit.
 - If local policy allows for direct ordering between incidents and NISCs, request numbers should be assigned to Incident Replacement Requisitions by incident personnel and the requisitions placed directly with the servicing NISC. A block of request numbers from S-100,000 to 199,999 is reserved for “incident-to-cache” ordering.
 - If local policy is for incident personnel to place all supply orders through a dispatch office, rather than directly with NISCs, Incident Replacement Requisitions will be placed with the dispatch office. In this case, request numbers will be assigned by dispatch personnel, the requests entered in ROSS, and the requests placed with the servicing NISC through the ROSS-ICBS interface.
 - In order to make sure that NISC personnel know that a ROSS order represents an incident replacement, the ROSS user should enter the words “Incident Replacement Requisition” in the ROSS “Special Needs” field of each replacement request.
 - If a dispatch office receives an Incident Replacement Requisition with pre-assigned request numbers within the “incident to cache” block (S-100,000 to 199,999), they should simply fax the requisition to the servicing NISC for processing. It is important to note that for NISC personnel to enter any supply request in ICBS, the request number must fall within this range of “incident-to-cache” request numbers set aside for this purpose. Also, no request numbers in this range can be entered in ROSS.
 - If a resource was unable to get an Incident Replacement Requisition signed or submitted prior to leaving an incident, the form should be filled out and sent to the incident dispatch office for request number assignment, approval and placement with the servicing NISC.

- Completed forms may be taken back to the requestor's home unit and submitted to their Geographic Area NISC for processing.

In almost all cases, NISCs only fill requests for NFES items. For this reason, requests for non-NFES items should be recorded on a separate Incident Replacement Requisition for processing by a home unit, and not placed with a NISC. (Refer to the current Interagency Incident Business Management Handbook, Chapter 30, for procedures dealing with replacement of non-NFES supplies and equipment)

Replacement orders should be placed within 30 days of control of the incident, and before the end of the calendar year ordering cut-off (mid-December).

- **INCIDENT TO INCIDENT TRANSFER OF EQUIPMENT AND SUPPLIES.** Transfer of supplies between incidents is not encouraged due to the increased possibility of accountability errors. However, in special instances, when determined to be economically and operationally feasible and advantageous, the following must be accomplished by the SPUL from the incident that is releasing the items:

Documentation will be completed on the Interagency Incident Waybill (NFES 001472) and must include the following:

- NFES number
- Quantity
- Unit of Issue
- Description
- Property Number, if item is trackable
- Receiving incident name, incident number and resource request number

The SPUL will send the waybill transfer information to the servicing NISC to maintain proper accountability.

Transfer of communications equipment. See National Interagency Mobilization Guide.

- **MOBILE CACHE SUPPORT VAN PROCEDURES.** The following pertains only to those vans owned by GBK, most of which are pre-positioned in field locations. Please be aware that there are some locally owned vans that do not necessarily fall under these procedures.

Cache vans are designed to meet the initial support/incident base needs of Type 2 or larger incidents for one to two operational periods. They are not intended to be an all-inclusive tactical resource, or to be used in multiple initial or extended attack situations. If a van is available and deemed to be a necessary resource for tactical requirements in other situations, discussion and negotiation may take place between the unit FMO and appropriate coordination center for possible assignment.

There are two different configurations of vans: a National Standard (NFES 002069) and a Great Basin Geographic Area enhanced cache van (NFES 008667). The contents of the Great Basin van reflect the initial large incident management needs of IMTs assigned to the Great Basin, in addition to the minimum standards identified nationally. For Great Basin incidents, GBK vans should be ordered as NFES **008667**.

All cache van commitments require that a supply resource order be placed by the local dispatch to GBK. Unless otherwise discussed with the coordination center, units with vans pre-positioned at their location will fill incident requests with that pre-positioned van, noting the location mobilized from and/or the cache van number under the Resource Requested (i.e., NFES **008667**, Winnemucca, GBK-20) on the Resource Order Form.

Receipt of the resource order for the cache van from the local dispatch center, with the location

the van was mobilized from and/or cache van number (pre-positioned vans only), enables GBK to commit the van and issue the contents and their value to the appropriate incident, and begin the back-fill process of another pre-positioned van to the correct location.

When determining date and time needed, ensure that appropriate lead time is allowed to have team personnel or an agency representative in place at the delivery point to unload the contents.

If GBK is unable to fill an order for a cache van, GBK will forward the order to the nearest NISC that is able to fill the request.

When the cache van arrives at the incident, it should be unloaded in anticipation of retrieval by GBK. **For planning purposes, IMTs can anticipate that GBK will retrieve a committed GBK cache van within 24-36 hours of commitment. Any deviation from this procedure must be negotiated in advance with GBK.**

Replacement of committed GBK pre-positioned cache vans will be automatically performed by GBK. **A resource order is NOT required for replacement vans.** Vans will be pre-positioned at the same location from which the dispatch was made, unless coordination centers request a different location.

Costs for the movement of the cache van from its assigned location to the incident, to GBK for rebuild and back to its assigned location will be charged to the incident that originally ordered the movement of the van.

- **GREAT BASIN MOBILIZATION CENTERS ACTIVATION PROCESS.** Any local dispatch center, coordination center or NICC may request the activation of a Mobilization Center (MC) for moving overhead and/or crews inside and/or outside the Great Basin. The ordering unit will generate an incident (i.e. Boise Mob Center) utilizing a Supply Order as "Service-Mob Center" and will include the appropriate incident management code (FS and BLM) following standard dispatch ordering channels.

The local center manager may activate their local MC based on movement of resources within their jurisdiction. In this case, the local unit will initiate the appropriate supply order and provide supporting management codes as necessary.

The local dispatch center manager will coordinate with the Mob Center Manager to order supplies and fill staffing needs according to the local operations plan. The mob center will not assume the responsibilities for screening and outfitting of resources (i.e., boots, gloves, etc.) as this is the responsibility of the sending unit.

Units activating and utilizing the MC will need to review and comply with the MC Mobilization Operating Plan including timely notification and communication with the center manager for coordination efforts.

MOBILIZATION

The BMC will be notified a minimum of 6 hours prior to the arrival of crews, including notification of arrival and departure times of crews and aircraft.

Provide BDC with specific information as to the number and type of personnel in transit, arrival/departure information, and support services requested. (Include requests for ground transportation to the incident, hand tools, PPE, chain saws.) It cannot be ensured that BDC will automatically arrange transportation and tooling to or from an incident without a resource order.

Crews in transit are requested to arrive at the BMC fully equipped with personal gear, PPE and double lunched by the home unit at a specific time no more than six (6) hours prior to, and not less than three (3) hours prior to scheduled departure when traveling by air. If crews require

lunches or meals prior to departure, the BMC requires six (6) hours notification.

DEMOBILIZATION

Orderly flow of personnel and resources from the incident to the place of origin must follow the reverse order of mobilization and remain within established communication channels. Emphasis will be placed on having personnel home no later than 2200 local time during all demobilization. It must be recognized that occasionally the availability of large transport aircraft will dictate the time frames of the demobilization of resources.

Great Basin Coordination Centers shall establish priorities for releases and inform other centers of resources becoming available. Demobilization information shall specify the last days off and how many days left before end of commitment and final demobilization.

If a resource is released for disciplinary reasons, no reassignment will be considered. The home unit and appropriate Great Basin Coordination Center will be informed of disciplinary action. The home unit will be responsible for reassignment action.

Units/Incident Commanders will complete performance evaluations for all sub-standard performances (based on qualification levels or the ability to do the job) for suppression/support resources. These evaluations shall be immediately filled out and sent to the local line officer and forwarded to the appropriate Great Basin Coordination Center. The Great Basin Coordination Center shall forward the evaluation to the responsible agency representative.

See the Interagency Incident Business Management Handbook, Subsection 12.7-1 for Rest and Recuperation Day Off Policy.

COST SHARE.

Agencies should consider entering into cost share agreements for support units such as Mobilization Centers when appropriate.

- **NATIONAL INCIDENT RADIO SUPPORT CACHE.** See National Interagency Mobilization Guide.
 - **RADIO MOBILIZATION.** See National Interagency Mobilization Guide.
 - **RADIO DEMOBILIZATION.** See National Interagency Mobilization Guide.
- **INCIDENT REMOTE AUTOMATIC WEATHER STATIONS (IRAWS) NFES 005869.**
See National Interagency Mobilization Guide.
- **PROJECT REMOTE AUTOMATIC WEATHER STATIONS (PRAWS) NFES 005870.**
See National Interagency Mobilization Guide.
- **NATIONAL CONTRACT MOBILE FOOD SERVICES AND NATIONAL CONTRACT MOBILE SHOWER FACILITIES.** See National Interagency Mobilization Guide.
 - **MOBILIZATION.** See National Interagency Mobilization Guide.
 - **REASSIGNMENTS.** See National Interagency Mobilization Guide. Requests to reassign contractors will be placed by the local unit to the appropriate Great Basin Coordination Center.
 - **DEMOBILIZATION.** See National Interagency Mobilization Guide.
- **CONTRACT ENGINES.** (See Page 70 - 1, Line 18)

AIRCRAFT. Aircraft may be used for a wide range of activities, including point-to-point transport of personnel, equipment and supplies. Tactical use may include applications such as retardant delivery, helicopter logistical and tactical support, air tactical and Leadplane operations, suppression or preparedness reconnaissance, helitorch operations, etc.

- **AIRCRAFT MOBILIZATION.** See National Interagency Mobilization Guide.

Units requiring aviation services other than those assigned to them, through pre-approved agreement, or within their dispatch boundaries, must order additional services through the appropriate Geographical Area Coordination Center (GACC). The Center will coordinate aircraft assignment and utilization within the Great Basin. The control of aircraft assigned to a unit will remain with the local unit. In situations where a Great Basin Multi-Agency Command (MAC) group has been formed, the MAC will coordinate with Great Basin Coordination Centers and local units on allocation and prioritization of resources.

Minimum information required for ordering aircraft through the GACC's are blocks #: 3, 5, 6, 11, and 12 of the Resource Order Form (NFES 002200, ICS 259-1) or the Flight Request Form (9400-1a).

All BLM aircraft, Exclusive Use or CWN/On Call are National resources and are subject to movement and/or re-assignment within the GACC or between GACCs by BLM National Office and/or BLM State Office.

State aircraft may be moved within each State's area of responsibility without the need for resource orders.

- **AIRCRAFT SOURCES.** Sources for aircraft include agency-owned aircraft (Fleet); exclusive-use (EU), call-when-needed (CWN), or Department of Interior (DOI) On-Call contract aircraft. Rental aircraft are signed up by the Department of Interior (DOI) under an Aircraft Rental Agreement (ARA), or by state agencies through Cooperative Agreement or letters of authorization. Cooperator and military aircraft may be utilized provided an agreement and approval are in place. Use of active military aircraft by federal agencies is coordinated by NICC.

The State of Idaho may obtain Canadian aircraft through the Northwest Compact.

Carding/Approval. All aircraft and pilots under DOI and USFS operational control must be approved and carded by either DOI or USFS. Aircraft and pilots requiring "special use or mission" endorsement require inspection by a USFS or DOI authorized inspector. Typically special use or mission flights are defined as anything other than point to point transport.

Flight Crew/Aircrew Orientation. The local unit is responsible for providing an aviation briefing to:

- IMT Aviation Staff
- Incoming aviation resources
- Aviation Safety and Technical Assistance Teams (ASTAT)

The briefing of non-local aviation resources should include, but is not limited to the following:

- Local Administrative Procedures; meals, lodging, timekeeping, flight payment document procedures, etc.
- Airport Procedures, base security policy, and plan
- Specific Fire, Fuel, and Fire Behavior Conditions and Information

- Aerial hazards: Provide maps of Military Training Routes (MTR's); Special Use Airspace (SUA's); Temporary Flight Restrictions (TFR's); Aerial obstacles in fire area; Contact procedures prior to entering a SUA; TFR's, Letters of Agreement (LOA), Memorandum of Understanding (MOU).
- Weather (Current and Forecast)
- Crew/Aircraft information sheets (See agency specific guide)
- Aircraft Status Summary
- Flight Following Procedures
- Local Information (Fueling, Water Sources, Sunrise/Sunset Times, etc.)
- Radio Frequencies, Map Sets, and Warehouse Supplies

• **AIRCRAFT DEMOBILIZATION.** See National Interagency Mobilization Guide.

• **FLIGHT MANAGEMENT PROCEDURES.** See National Interagency Mobilization Guide.

- **AUTOMATED FLIGHT FOLLOWING (AFF) PROCEDURES.**

See National Interagency Mobilization Guide.

- **DEFINITIONS AND GENERAL PROCEDURES.** Informational needs, flight following and resource tracking methods, aircraft and/or pilot carding, and required management approvals differ between point-to-point flights and special use type mission flights. In order to identify the type of flight, as well as the difference between flight following and resource tracking requirements, the following definitions and general procedures have been established.

Point-to-Point Flight. Typically, flights originate at one developed airport/heliport, with the flight route being direct to another developed airport/heliport. Leaving one airport/heliport, doing reconnaissance, and landing at another airport/heliport is not considered point-to-point. Point-to-point flights include logistical flights to move aircraft, crews, overhead, equipment, or supplies.

Except in an emergency or at the direction of an air traffic control facility, there shall be no deviation from the submitted flight plan while enroute unless the agency representative aboard the aircraft reports the amended flight plan to a designated point-of-contact.

Within the definition of point-to-point flights, there is an important distinction that must be made:

- **Logistical Flights.** These include logistical flights to move aircraft, crews, overhead, equipment, or supplies as a result of a resource order.
- **Administrative Flights.** These include point-to-point flights which are not mission-oriented or tactical in nature. They do not require the use of a resource order; however, flight request form 9400-1a is required. Utilization of a cost comparison form may be necessary. Scheduling, flight information dissemination, flight following, and post-flight disposition of aircraft will remain the responsibility of the scheduling unit and will remain so until transferred through a confirmed hand-off of responsibility to another office or facility. This hand-off shall be documented.

Special Use or Mission Flights. These flights are defined as all flights other than "Point-to-Point" flights. As such, special use or mission flight requires work to be performed in the air (for example, aerial retardant/water delivery, reconnaissance, etc.) or through a combination of ground and aerial work (for example, delivery of personnel and/or cargo from helibases to undeveloped landing areas). Certain special use or mission flights may require a project safety

plan (Refer to appropriate agency guide, handbook or approved Unit Aviation Plan).

Flight Following. Flight following is the knowledge of an aircraft's location and condition with a reasonable degree of certainty that, in the event of a mishap, the survivors may be rescued. A Flight Request/Schedule (See National Interagency Mobilization Guide, Chapter 20, Page 62) and flight following are required for all non-local flights. A written flight schedule using the standard Flight Request/Schedule form is required for all flights, **except for aircraft on special mission support flights, such as Airtankers, Leadplanes, Jumpships, Helicopters, Air Tactical and Single Engine Airtankers.** Except for administrative flights, the flight schedule will be passed electronically from the sending to the receiving unit. Confirmation that the flight plan was received will be done via telephone to ensure positive hand-off.

Ensuring flight following procedures are implemented is the responsibility of the pilot/flight manager. The methods of flight following are:

- **FAA IFR.** IFR flight plans shall be filed, activated upon departure, and closed upon arrival. An FAA Instrument Flight Rules (IFR) flight plan is required when flying into known or forecasted Instrument Meteorological Conditions (IMC). An IFR flight plan may be filed at pilot discretion in other cases.
- **FAA VFR.** VFR flight plans shall be filed, activated upon departure, and closed upon arrival at destination.
- **Agency Radio Check-in with pre-established check in times (every 15 minutes for mission flights).** The pilot/flight manager must be capable of maintaining radio contact with an agency dispatch center at intervals specified in the flight plan, but not to exceed the 15 minute maximum.
- **Automated Flight Following (AFF) Procedures.** AFF is an approved interagency method of flight following. Reference agency policy or see National Interagency Mobilization Guide.
- **Telephone/Radio Arrival Confirmation.** Confirmation is completed when an aircraft is contacted via radio or the receiving dispatch center is called via telephone upon arrival at the airport. Aircraft ordered as an "A" (aircraft) request on a resource order and which are not located on the local unit will be tracked by telephone/radio arrival confirmation.

The receiving unit will notify the sending unit (via established channels) immediately when they have established radio contact with the incoming aircraft or otherwise obtained operational control of the aircraft. Aircraft will be considered overdue when 30 minutes have elapsed from the ETA provided on the resource order and contact has not been established.

- **National Flight Following Frequency.** National flight following frequency is **limited to flight following information only.** Relay of tactical information or fire reports must be performed on local unit frequencies. Standard information on initial contact is: Aircraft identification, fuel on board (time remaining), souls on board, current location, magnetic heading, destination and ETA.
- **Local Flight Following Frequency.** If a local flight following frequency will be used, the ordering dispatch center shall identify the frequency on the aircraft request.

In addition, pilots that choose to flight follow with the FAA, either IFR or VFR, must confirm their arrival by telephone or radio with the receiving unit.

Flight following methods must be documented for all flights. The pilot and scheduling dispatch will concur on the appropriate flight following method.

Resource Tracking. To maintain positive control of resources, scheduling and/or ordering

offices may request the government representative on board an aircraft (i.e., Flight Manager, or if no passengers, the Pilot) to relay flight status information at designated intervals or points along the route.

These notifications are performed not for flight following purposes, though they may in fact accomplish such. They are performed to coordinate changes in assignments, flight plan, or update time frames for mission completion. They may be performed via radio or phone calls to dispatch offices identified on the Flight Request/Schedule.

The method of resource tracking will be planned and documented on the Flight Request/Schedule. The decision to implement resource tracking is optional, and is at the discretion of the Scheduling Dispatcher and/or Coordination Center.

Overdue Aircraft. An aircraft is considered overdue when 30 minutes have elapsed since the last flight following check-in or ETA on the flight plan.

Missing Aircraft. An aircraft is considered “missing” when it has been reported to the FAA as being “overdue” and the FAA has completed an administrative search for the aircraft without success. Aircraft is officially missing when fuel duration has been exceeded as stated on the flight plan and the aircraft location is unknown.

Single Engine Aircraft IFR & VFR Restrictions. IFR limitations are generally associated with weather and night flight. Agency flight restrictions generally prohibit single-engine aircraft flight from 30 minutes after sunset to 30 minutes before sunrise. New USFS policy allows for multi-engine or single turbine engine flight that meets requirements in FAR Part 91 and Part 61. DOI allows night flying (non-tactical) for multi-engine airplane with exception for the BLM PC-12. Single engine aircraft flights at night are authorized only for ferry and cargo carrying missions at the pilot-in-command discretion and in accordance with FAR Part 91.

- **AIRCRAFT SELECTION FACTORS.** When selecting aircraft, several factors will be taken into consideration to determine the best aircraft for the mission. They may include but are not limited to:

Day/Night: A multi-engine IFR approved aircraft and pilot are required whenever a flight will be conducted within the period commencing 30 minutes after official sunset to 30 minutes before official sunrise.

IFR/VFR: Use an approved multi-engine, IFR rated aircraft and pilot whenever the flight will be or is expected to be in Instrument Meteorological Conditions (IMC).

Passengers: Ensure the aircraft can haul the weight of the passengers and baggage. Remember that weight and in some cases bulk, are usually the limiting factors, not necessarily the number of seats.

Cargo/Cubes: Is the aircraft large enough to accommodate both the weight and cubes of the cargo? Will the cargo fit through the aircraft door?

Distance/Speed: If the trip is short, aircraft speed is less significant. As distance increases speed becomes more important (i.e. a faster, more expensive aircraft may accomplish a mission at a lesser cost).

Runway Length: Is the runway length, surface and condition adequate for operations?

Elevation/Temperature: Density altitude must be taken into account. Airport/Ops location elevation and temperature affect takeoff/landing distances and degrade aircraft performance.

Airport Information: Great Basin Area: (See Page 80 - 2 / Line 30) of the Great Basin

Mobilization Guide.

○ **FLIGHT ORDERING, SCHEDULING, RESOURCE TRACKING, AND FLIGHT FOLLOWING PROCEDURES FOR POINT-TO-POINT FLIGHTS.**

Applicability.

These are flights which meet the definition of point-to-point flight **and** which are ordered through a coordination center, **or** flights that result from an order placed by a coordination center and which move across geographical area or unit boundaries.

Resource Order Form: Use a Resource Order Form to order an aircraft when the control of the aircraft is being relinquished to the ordering unit.

Flight Request: Use a Flight Request/Schedule form when the aircraft is remaining in the control of the sending unit, e.g. transport of personnel/supplies/equipment to an incident and returning. Travel information shall be sent via a Flight Schedule to the appropriate coordination center.

Purposes.

The overall purpose is to clarify and standardize procedures for users of the Great Basin Mobilization Guide.

- **Safety and Welfare of the Flight Crew and Passengers.** To provide for a timely rescue of the survivors in the event of a mishap.
- **Resource Tracking/Utilization.** To facilitate cost-effective transportation of resources, and maintain positive control of those resources.
- **Administrative Processing.** To ensure proper documentation of flights for financial payment and statistical purposes.

Roles and Responsibilities.

The roles and responsibilities of various levels of the dispatch organization (local, Coordination Center, NICC) relative to flight scheduling, flight following, and resource tracking may vary with each situation. However, there are basic responsibilities which are standard for the Geographic Area Coordination Center, the Local Unit Dispatch Office, the Scheduling Dispatch Office, the Pilot, and the Destination Dispatcher. These are detailed below.

The decision as to which unit (local or Coordination Center) is the Scheduling Dispatch Office should be based on common sense that allows for the most effective coordination possible. This decision is negotiable between the Coordination Center and/or the local unit(s) involved.

Great Basin Coordination Centers. Evaluate most effective means of transportation in response to orders received and filled; attempt to meet ordered time frames except when excessive costs would be incurred or safety compromised.

When role of Scheduling Dispatch is being performed by a local unit, the Center receives Flight Request/Schedule from that unit and relays the schedule to all involved offices (enroute Dispatch units, NICC, receiving unit Dispatch) as appropriate. When appropriate, relays flight information (check-ins, updates) to units outside the Great Basin through normal dispatch channels (for example, GBCC to NICC).

When assuming the role of Scheduling Dispatch, the Center shall fulfill all responsibilities of the Scheduler as outlined in (Page 20 - 36 / Line 5). The Coordination Center shall also notify the local unit of the Center's intent to utilize the aircraft within the local unit's jurisdiction.

Local Unit. When the local unit dispatch office assumes the role of the Scheduling Dispatch Office, they shall fulfill the role and responsibilities outlined below.

Scheduling Dispatch Office. This unit is responsible for the entire mission, to include scheduling, dissemination of flight information bulletins, documentation of flight following method, resource tracking, negotiation of post-flight disposition of aircraft, and processing of payment documents. Specific duties and responsibilities are:

Schedules the proper aircraft to perform the assigned mission safely and cost-effectively.

Maintains responsibility for all aspects of the flight unless confirmed hand-off to another dispatch office occurs. Documents this hand-off in writing. Flights to locations outside the geographic boundaries of the Great Basin shall in all cases be handed off to the Coordination Center.

Completes preliminary Flight Request/Schedule (See Page 20 - 39 / Line 18).

- Discusses preliminary Flight Request/Schedule and manifest with vendor and/or Pilot to make any necessary adjustment and ensure the flight will be accomplished as planned.
- For all flights, transmits Flight Request/Schedule to the appropriate Great Basin Coordination Center. There may be exceptions to this requirement wherein the schedule is transmitted direct to the Destination Dispatcher, but these must be pre-negotiated with the GBCC.
- Adjusts the schedule as necessary over the course of the flight.

Determines flight following method with the Pilot, with options stated in (Page 20 - 33 / Line 3).

If Performing Resource Tracking:

- Determining resource tracking method with the Flight Manager, the Coordination Center, and, if appropriate, the Pilot (i.e., no passengers on board to serve as Flight Manager).
- As identified on the Flight Request/Schedule, receiving resource status information from the Flight Manager prior to initial departure, at enroute stops, and at final drop-off point or Remain Over Night (RON).
- Relaying significant (greater than 30 minutes) delays or advancements in the flight schedule to the appropriate center. Center will in turn relay information to units outside the Great Basin (for example, NICC, destination dispatch office).
- Receives notification of arrival at final drop-off point or remain overnight (RON) from the Aircraft Flight Manager and negotiates future disposition of the aircraft with Pilot and the GBCC.

IMPORTANT NOTE: Dispatchers and Flight Managers should note that check-ins at enroute stops are no longer required, unless significant delays or advancements (30 minutes or more) in the schedule are encountered, or as identified on the Flight Request/Schedule.

Pilot. It is important to remember that the Pilot-in-Command has the final say concerning the safety of the aircraft and its passengers. In addition, the Pilot performs the following:

Reviews the agency preliminary Flight Request/Schedule, or provides information to the Scheduling Dispatcher so an agency Flight Plan can be generated.

Checks enroute weather, both actual and forecasted. Informs dispatch whether the flight can occur or if there will be delays.

Initiates an FAA Flight Plan. (See Page 20 - 33 / Line 3). Identifies the Scheduling Dispatch Office name and phone number as the point-of-contact in Block 4 of the Aircraft Flight Request/Schedule (See National Interagency Mobilization Guide, Chapter 20, Page 62). Closes flight plan through FAA.

Makes enroute check-ins with FAA or agency facilities as required in (Page 20 - 33 / Line 3) and within the time frames described in (Page 20 - 33 / Line 13).

If no passengers are on board, the pilot shall perform resource tracking check-in tasks as identified on the Flight Request/Schedule.

Completes contractor portion of agency payment or flight record forms per agency requirements.

Pilots flying aircraft equipped with a VHF-FM radio(s) are required to monitor Guard and National Flight Following frequencies while enroute.

DOI On-Call or ARA contracted aircraft are required to have AFF.

Destination Dispatcher. The Destination Dispatcher is the individual who has been assigned resource tracking responsibilities at the receiving end of a flight (final drop-off point). Dispatcher confirms flight arrival.

The Destination Dispatcher is responsible for:

Receiving the flight plan from the Scheduling Dispatcher via established dispatch channels.

Receiving known delays/advances of a flight plan exceeding 30 minutes.

Monitoring flight itinerary (ATD, ETE, and ETA) and notifying scheduling and receiving unit via established channels of an aircraft that is overdue more than 30 minutes.

Making notification of arrival to the Scheduling Dispatcher via established channels, if requested.

Performing flight following responsibilities, if requested by scheduling unit or GBCC.

Coordinating with the appropriate Great Basin Coordination Center and/or the Scheduling Dispatcher on the disposition of aircraft after arrival.

Assisting in search procedures for overdue aircraft, if requested, utilizing unit's Aircraft Search/Rescue Guide as appropriate.

Flight Manager. Refer to agency policy.

The duties and responsibilities of the Flight Manager are to:

Thoroughly brief on all components of the Flight Request/Schedule.

Check aircraft and pilot carding to ensure necessary qualifications are met and aircraft/pilot are approved to perform the mission.

Confirm Flight Schedule with the Pilot and Scheduling Dispatcher.

Confirm with the Pilot that he/she has filed an FAA Flight Plan per requirements in (Page 20 - 33 / Line 3), or that agency flight following via radio or AFF will be performed.

Perform Resource Tracking check-ins with the Scheduling Dispatcher identified on the Flight Request/Schedule, consisting of:

1 Phone or radio call prior to initial departure;

2
3 Phone or radio call at final destination (passenger/cargo drop-off point);

4
5 Phone or radio call if significant (greater than 30 minutes) delays or advancements in the flight
6 schedule are encountered.

7
8 For flights that go outside the Great Basin, notify the Dispatcher identified on the Flight
9 Request/Schedule of arrival time.

10
11 If a situation is encountered which deviates from standard operating procedure, or has potential
12 safety implications (See Page 20 - 66 / Line 37) completes and submits an Aviation Safety
13 Communiqué (SAFECOM).

14 15 **Procedures For Flight Plan Preparation And Transmission.**

16
17 The Scheduling Dispatcher is responsible for completing, in total, the Flight Request/Schedule
18 (See National Interagency Mobilization Guide, Chapter 20, Page 62).

19
20 Prior to departure, the Pilot, Flight Manager and Scheduling Dispatcher will mutually agree on a
21 flight schedule and manifest. The Flight Request/Schedule will be utilized. The agency will also
22 specify the type of flight following being used; this will be documented on the Flight Request.

23
24 When deviating from a planned route for aerial surveillance or other reasons, the deviation must
25 be relayed to scheduling dispatcher. Except in an emergency or at the direction of an air traffic
26 control facility, there shall be no deviation from the submitted flight plan while enroute unless the
27 agency representative aboard the aircraft reports the amended flight plan to a designated point-
28 of-contact.

29
30 The Scheduling Dispatcher will relay the flight plan to the appropriate Coordination Center, or
31 directly to the Destination Dispatcher if pre-negotiated with the GBCC.

32
33 For flights coming into the Great Basin from another Geographic Area, the Coordination Center
34 will relay the flight schedule to the appropriate offices. For flights leaving the Great Basin enroute
35 to another Geographic Area, the Coordination Center will relay the flight schedule to the
36 appropriate offices (for example, NICC). For flights between neighboring dispatch areas, the
37 Centers will pass schedule information to each other.

38
39 Check-ins at enroute stops are no longer required except as noted below in Line 48.

40
41 If significant (30 minutes or more) delays or advancements in the schedule are encountered, the
42 Pilot must relay the information through an FAA facility to the Scheduling Dispatcher, or, if
43 equipped with a VHF-FM radio, to a dispatch office who will notify the Scheduling Dispatcher.
44 Notification may also be made by the Flight Manager at an enroute stop.

45
46 If an aircraft meets overdue, missing, or downed criteria, the "Aircraft Emergency Response
47 Action Plan" will be implemented by the Dispatcher with resource tracking responsibility, or by the
48 Dispatcher who receives notification from the FAA of such an aircraft.

49 50 51 ○ **FLIGHT ORDERING, SCHEDULING, RESOURCE TRACKING, AND FLIGHT FOLLOWING** 52 **PROCEDURES FOR MISSION (TACTICAL).**

53
54 **Applicability.** (See Page 20 - 35 / Line 6)

55
56 These are flights which meet the definition of mission (tactical) flight. Tactical aircraft are defined
57 as Helicopters, Airtankers, SEATs, Reconnaissance, Aerial Observer, Air Attack, Leadplanes,

Aerial Supervision Modules (ASMs), Smokejumper, Infrared, etc.

Purposes. (See Page 20 - 35 / Line 19)

Roles and Responsibilities.

Dispatchers. Dispatchers who have flight-following responsibilities in support of missions will remain on duty and at their radio station until their involvement and responsibility has ended, or the flight plan has been closed.

Pilot. The Pilot-in-Command has the final say concerning the safety of the aircraft and its aircrew.

Air crewmembers will check-in with the ordering dispatch office on the radio frequency specified on the resource order prior to arrival at the area of operation/ordered airport.

Procedures.

Ordering/Dispatching. The Sending Dispatcher is responsible for ensuring that tactical aircraft pilots are furnished with the mission information identified on the resource order (latitude, longitude, bearing / distance from VOR or reload base nearest to the incident, air contact and frequency, ground contact and frequency, reload base, and other aircraft/hazards, including TFRs, MTRs and SUAs).

Airspace Boundary Dispatching. See Page 20 - 67 for details and the Great Basin Interagency Airspace Boundary Management Plan and Checklist.

Enroute Flight Following:

Initial Attack or Incident Support within a Unit's Jurisdiction.

- While enroute on an Initial Attack or incident support mission within a unit's jurisdictional boundaries, tactical aircraft will check in with the unit Dispatch Office via radio, unless positive communications have been established with supervisory incident aircraft. Alternative check-in schedules necessitated by terrain or other factors may be utilized.
- When over the incident, tactical aircraft will flight follow through the appropriate party (Air Tactical Group Supervisor, Incident Commander, Leadplane, or, if the tactical aircraft is the only resource on-scene, with Dispatch).

Initial Attack or Incident Support Cross-Jurisdictional.

- While enroute to an Initial Attack or incident support mission across jurisdictional boundaries, tactical aircraft pilot or aircraft manager will relay ATD/ETE information to the Sending Unit Dispatcher, who will relay via established channels to the Receiving Dispatch Office.
- Pilots will check-in with the ordering dispatch office on the radio frequency specified on the resource order prior to arrival at the area of operation/ordered airport. The ordering dispatch office's frequency must be identified on the resource order.
- Confirmation of arrival of tactical aircraft ordered via an "A" request on a resource order will be transmitted back to the Coordination Center.

Flight Following Responsibilities (Tactical Aircraft). The following procedures apply to all tactical aircraft moving across unit boundaries. For purposes of flight following, these aircraft are defined as aircraft which are mobilized on an "A" aircraft resource order request.

Responsibilities of the Sending Unit:

Responsible for ensuring that the aircraft pilots are furnished with the mission information identified on the resource order (latitude, longitude, bearing, air contact and frequency, ground contact and frequency, and other aircraft/hazards, including MTRs and SUA). The ordering dispatch office's frequency must be identified on the resource order.

Obtain ATD (actual time of departure) and ETE (estimated time enroute) from the pilot or the flight manager and relay the ATD/ETA to the receiving units via established ordering channels.

Notify the appropriate Coordination Center of any change of a flight plan exceeding 30 minutes.

Coordinate / initiate / document search procedures for overdue aircraft. Utilize agency Search / Rescue Guide as appropriate.

On any flight requiring stops enroute to destination, instruct Pilot in Command (PIC) or aircraft manager to contact the appropriate number identified for enroute tracking. In order to assist further with enroute tracking, fuel truck and support truck drivers should also be asked to contact the number identified every 2 to 3 hours or at each fuel stop.

Responsibilities of the Receiving Unit:

Confirm by telephone, arrival of all tactical aircraft ordered via a resource order to the appropriate Coordination Center.

Notify Coordination Center of any delays of a flight plan exceeding 30 minutes and any aircraft overdue by more than 30 minutes.

Advise the Pilot of any changes/modification to original order related to the following:

- Information regarding hazards (within 10 miles of the Incident airspace) that were not identified on the resource order.
- Information regarding aircraft assigned and or operating within the incident airspace.
- Information on Temporary Flight Restrictions requested or in effect.
- Information regarding any change in ground/air contact.

Specify flight following methods while enroute to and from an incident or airport.

Coordinate / Initiate / Document search procedures for overdue aircraft with sending unit. Utilize agency/center Aircraft Search/Rescue Guides as appropriate.

Prior to the first operational period, provide a copy of area hazard maps and IAP to each pilot in operation.

Responsibilities of the Great Basin Coordination Centers:

Relay flight itinerary to the receiving/ordering unit (via established channels) by telephone.

Notify receiving/ordering unit of known delays/advances of a flight plan exceeding 30 minutes.

Confirm arrival of all tactical aircraft ordered through NICC with NICC.

Notify sending unit (Great Basin unit/NICC) of any aircraft overdue by more than 30 minutes.

Track all tactical aircraft to their final destination within the area.

Assist in search procedures for overdue aircraft when requested by the sending/receiving unit.

- **TACTICAL AIRCRAFT - DISPATCHING PROCEDURES**

- AERIAL SUPERVISION AIRCRAFT:**

Units shall facilitate these requirements by assigning separate "A" request number(s) for Leadplane, ASM, and/or air attack following the request for the air tanker(s) or other tactical air resources. The Coordination Centers will advise the ordering unit if a Leadplane, ASM, and/or Air Attack is not readily available. The Unit shall then advise the GACC on whether or not to keep the order for a Leadplane, ASM, and/or Air Attack active.

When competition for Leadplanes, ASM and/or Air Attack aircraft exists within the Great Basin Coordination area, the Center shall coordinate priority reassignments of these resources. Replacement of an incident's Leadplane or Air Attack aircraft reassigned to another incident will be negotiated between the Center and the requesting unit.

For incidents on which significant flight time may accrue, units and Coordination Centers should mutually anticipate the need for relief Air Attack or Leadplane resources. (Typical fuel duration of 4 hrs)

- **LEADPLANES / AERIAL SUPERVISION MODULE (ASM).** If available, they will be dispatched to all air tanker assignments according to agency policy. Lead/ASM planes are multi-engine and the pilots are IFR qualified; flight before/after civil twilight is allowed for non-tactical flight. Some Lead/ASM pilots are qualified to direct MAFFS, and some to direct VLAT – Very Large Air Tankers.

Leadplanes assigned to units on details or resource orders will be dispatched by the respective unit for Leadplane duty only. All other types of flying shall be ordered through the appropriate Great Basin Coordination Center.

Leadplanes assigned to a unit may be dispatched direct to meet the unit's mutual assistance areas of influence with notification to the appropriate Coordination Center within **15** minutes. A resource order shall be submitted through the Coordination Center when committed on extended attack, or when the aircraft RONs at a location other than its original base.

The Great Basin Coordination Centers will coordinate with the appropriate dispatch unit concerning Leadplane availability and crew assignment.

During periods of low fire probability, it is permissible for Leadplanes to be used for other missions. Release of Leadplane for non-suppression assignments is contingent upon the following conditions:

- Airtanker pilots at the base to which the Leadplane is assigned are Initial Attack qualified.
- A backup Leadplane is available within 1 hour, or the released Leadplane can be back on station within the same time frame.
- The release is approved by the appropriate Great Basin Coordination Center.

- **AERIAL SUPERVISION MODULES (ASM).** The ASM is a fixed wing platform that has a Leadplane qualified Air Tactical Pilot (ATP) and an Air Tactical Supervisor (ATS). Aerial Supervision Modules (ASM) may act as either a Lead or ATGS depending on incident requirements.

This table summarizes interagency aviation supervision policy, but individual agency policy must be consulted for currency and consistency.

Incident Aerial Supervision Requirements When aerial supervision resources are co-located with retardant aircraft, they should be launched together on an initial order to maximize safety, effectiveness, and efficiency of incident operations. Incidents with 3 or more aircraft over/ assigned to them should have aerial supervision over/ assigned the incident. Federal policy dictates additional requirements as listed below.		
Situation	Lead/ATCO/ASM	ATGS
Airtanker not IA rated.	Required	*****
MAFFS	MAFFS Endorsed Lead / ASM	*****
VLAT	VLAT Endorsed Lead / ASM	*****
When requested by Airtanker, ATGS, Lead, ATCO, or ASM.	Required	Required
Foreign Government Airtankers.	Required if no ATGS	Required if no Lead/ATCO/ASM.
Multi-Engine Airtanker: Retardant drops conducted between 30 minutes prior to, and 30 minutes after sunrise, or 30 minutes prior to, and 30 minutes after sunset.	Required if no ATGS	Required if no Lead/ATCO/ASM.
Single-Engine Airtanker (SEAT): SEATs are required to be on the ground by 30 minutes after sunset.	See Level 2 SEAT requirements.	See Level 2 SEAT requirements.
Level 2 SEAT requirements: Level 2 rated SEAT operating over an incident with more than one other tactical aircraft on scene.	Required if no ATGS	Required if no Lead/ATCO/ASM.
Retardant drops in congested / urban interface areas.	Order	May use if no Lead/ATCO/ASM.
Periods of marginal weather, poor visibility or turbulence.	Order	Order

Definitions of Key Words Used in the aerial supervision requirements chart:

Required - Aerial supervisory resource(s) that shall be over the incident when specified air tactical operations are being conducted.

Ordered - Aerial supervisory resources that shall be ordered by the controlling entity (Air tactical operations may be continued while the aerial supervision resource is en route to the incident. Operations can be continued if the resource is not available.)

***An Aerial Supervision Module, Leadplane or Air Tactical Group Supervisor will be ordered any time it is requested by any aircraft regardless of number or type of resources assigned. If Aerial Supervision is available within the local unit, it is recommended it be dispatched anytime other aerial resources are being sent.**

USFS FSM 5716.32 requires an order for aerial supervision if there are 2 or more Airtankers over a USFS incident.

Incident has 2 or more Branches, or Smokejumper or para-cargo aircraft with 2 or more air tankers: The Interagency Aerial Supervision Guide references ordering an ATGS only for these missions. FSM 5716.32 classifies these missions as complex. For USFS incidents An ATCO and/or HLCO should be ordered as appropriate in addition to the ATGS.

- **AIRTANKERS.** See National Interagency Mobilization Guide.

Rotation. The policy found in the Interagency Airtanker Base Operations Guide shall be followed. The guide can be found at the following link below:

<http://www.blm.gov/style/medialib/blm/nifc/aviation.Par.84775.File.dat/IABOG.pdf>

Assignment to Incidents. Normally, Airtankers are not assigned to a specific incident, even though they may have been ordered on an incident's Incident/Project Order number. To avoid confusion on Airtanker status, Coordination Centers are responsible for informing local units of developing fire situations which may preclude the local incident's use of Airtankers. The local unit in turn is responsible for informing air operations personnel assigned to incidents of this potential.

- Movement/ordering of the Airtankers will be through normal dispatching channels only.
- During periods of sustained or multiple fire activity, each unit shall take the necessary measures to manage pilot time and remain cognizant of both flight time and duty day limitations. Unit Dispatch Offices will notify the appropriate Great Basin Coordination Center as Airtanker(s) within their control reach a point at which they have 2-hours of flight time remaining.
- When Airtankers are ordered, as much information from the field as possible shall be provided with the initial order. This information should include but not be limited to: public and firefighter safety, types of structures at risk, fire behavior, and other pertinent concerns.

Airtanker Release Locations. When Airtankers are released, they should return to the base they are currently operating out of or the closest Airtanker base to the incident when the mission is accomplished unless prior arrangements or coordination has been done. Aerial Supervision should release aircraft to the local dispatch center that will coordinate with the GACC as to release location or other instructions for assignment.

Airtanker Diversion. Diversions will be coordinated with appropriate Coordination Centers. The priorities for Airtanker and Leadplane use are: (1) Human life and property, and Resource Values, (2) new starts, (3) other priorities established by management. Situations may develop necessitating the prompt and direct reassignment of Airtankers and Leadplanes enroute to an incident or diverting them from a going fire.

Airtanker Base Hours of Operation: During the core fire season period (June- September), all Great Basin Large Air Tanker Bases typically operate on a 0900-1800 local schedule. Based on local activity or at the discretion of the GACCs Air Tanker Base hours of operation may be adjusted when aircraft are required to come on early or extend past 1800. Air Tanker Base hours of operation will be coordinated through normal dispatch channels. Dispatch centers will coordinate with GACCs regarding early or extended staffing prior to 1730 each day.

Sunrise/Sunset Tables. Airtanker bases and dispatch centers shall have official sunrise and sunset tables at their locations in order to determine Start-up and Cut-off times. For air tanker dispatch, use the official sunrise and sunset tables for the air tanker base nearest the fire. Note: Official sunrise and sunset tables are published with standard times. During Daylight Saving Time, add one hour to all times in the table. The term Civil Twilight refers to a point 30 minutes prior to official sunrise or 30 minutes after official sunset. Sunrise/Sunset tables can be accessed on the Internet at the following address:

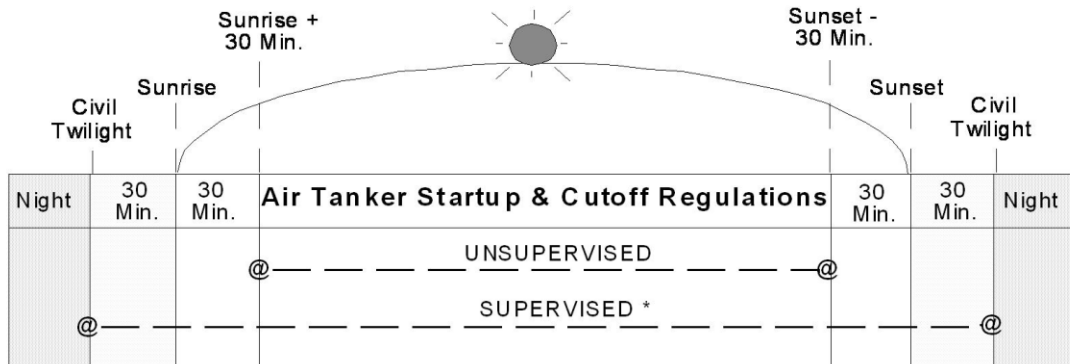
http://aa.usno.navy.mil/data/docs/RS_OneDay.html

Airtanker Dispatch Limitations - Start-Up/Cut-Off. Multi-engine Airtankers shall be dispatched to arrive over a fire not earlier than 30 minutes after official sunrise and not later than 30 minutes before official sunset. Retardant operations are permitted after sunset, but must have concurrence by

involved flight crews. In addition, aerial supervision (Lead/ ASM or ATGS) is required Single Engine Airtankers shall comply with all single engine VFR requirements (30 minutes before sunrise, 30 minutes after sunset). See Chart on Page 20 - 44.

Note that the limitations apply to the time the Airtanker arrives over the incident/ completes its dropping activity, not the time the aircraft is dispatched from its base. The Air Tactical Group Supervisor, Airtanker Coordinator or air tanker Pilot in Command (PIC) will determine that visibility and other safety factors are suitable for dropping retardant; and notify the appropriate dispatcher of this determination.

Airtanker Dispatch Limitations - Start-up/Cut-off Times



@ = Arrival Over the Fire (No earlier in the morning or later than in the evening).

* = SUPERVISED (Defined as Air Tanker Coordinator or Air Tactical Group Supervisor)

Note: Sunrise & Sunset are determined by the Official Sunrise and Sunset Tables of the nearest reload base

MODULAR AIRBORNE FIREFIGHTING SYSTEMS (MAFFS).

See National Interagency Mobilization Guide and the MAFFS Operations Guide.

SINGLE ENGINE AIRTANKERS (SEATS). See National Interagency Mobilization Guide and the Interagency Single Engine Airtanker Operations Guide (ISOG). The guide can be found at the following link below:

<http://www.nwccg.gov/pms/pubs/pms506.pdf>

Single engine Airtankers may be used under the following conditions:

USDA-FS. The Forest Service may use SEATs contracted by cooperators (for example, DOI or State agencies) provided that they meet the requirements in FSM 5713.44.

DOI. The pilot shall be carded as either a Level 1 or Level 2 Single Engine Airtanker pilot based on the following criteria:

- **Level 1.** Allows pilot to perform Initial Attack within the Fire Traffic Area (FTA) without aerial supervision.
- **Level 2.** Requires aerial supervision when more than **one** other tactical aircraft are within the Fire Traffic Area (FTA).

State Agencies. State Agencies shall adhere to the Interagency Single Engine Airtanker Operations Guide when using SEATs on federal fires. **SEAT's contracted by State agencies will be released back to the home unit upon request.**

Ordering. Orders for CWN / On-Call and Exclusive Use SEATS will be done through normal dispatch channels. DOI On-Call SEAT contracts are organized by Geographic Area based on the

contractors' home base. To order a SEAT from a contractor that is based outside of the Great Basin requires an order to the servicing GACC through NICC.

See web page at: <http://oas.doi.gov/apmd/cwn/cwn.htm> for contract and ordering information.

Aircraft performance and limitations should be considered when ordering SEAT's. The SEAT support truck is a required component of the ON-Call contract, the plane can be used while the truck is in transit from the contractor's base to the incident operating base.

DOI Suppression contract SEATs work 6 days on 1 day off schedule with no relief crew required, and no permanent designated base.

During busy fire activity a National SEAT Coordinator position will be activated at the BLM National Aviation Office and will work with NICC and the GACC in coordinating SEAT issues.

SEAT Manager. A SEAT Manager (SEMG) is required. The SEMG is allowed to manage up to three SEATs. Airtanker Base Managers (ATBM) are allowed to oversee SEAT operations without the presence of a SEMG for up to 48 hours unless the ATBM is a qualified SEMG.

- **WATER SCOOPING AIRTANKERS.** CL-215, CL-415 and Air Tractor 802 FireBoss. Each Great Basin Partner should have a Water Scooping Operations Plan that describes suitable water sources, public safety and invasive species control. Ordering of scoopers is through normal procedures through the GACC. The CL-215 can be hired using a DOI On-Call contract.
- **HELICOPTERS.** See National Interagency Mobilization Guide for policy and procedures concerning Call-When-Needed (CWN) helicopters.
 - **EXCLUSIVE-USE CONTRACT.** See National Interagency Mobilization Guide. Exclusive use and agency owned helicopters must be ordered through normal dispatch channels.
 - **CALL-WHEN-NEEDED (CWN) / ON-CALL HELICOPTERS**

General.

Orders will be filled based on performance and cost. When orders are placed with coordination centers, altitude, temperature, and intended use information for the incident or project should be provided by the ordering unit to ensure the appropriate aircraft is ordered to meet the mission needs. Cost, helicopter performance, configuration, and location shall be considered when filling orders.

Prior to being sent to the incident or project, helicopter(s) and manager/module(s) shall be joined at a staging area away from, but convenient to, the incident/project (for example, the nearest airport). At that time, the helicopter manager will conduct a pre-use inspection verifying that all is in order, and brief the pilot on the details of the assignment.

All incident assignments require that a qualified Helicopter Manager and module be assigned. (See Page 20 - 9 / Line 7).

During active fire season, local dispatch offices must advise the coordination center of all CWN / On-Call requests/assignments made by their offices.

Contract administration shall be accomplished through assignments of the CWN/On-Call helicopter manager. The Helicopter Manager is responsible for conducting inspections, briefing prior to use, and on-scene contract administration. Helicopter Managers shall verify to the using unit that these inspections and briefings have been accomplished. Specific procedures are contained in the Interagency Helicopter Operations Guide (IHOG).

DOI agencies can only order helicopter services from DOI contract sources for non-emergency use (Prescribed Fire, Resource Management Projects, Etc.). See DOI - OAS, OPM-39 at <http://oas.doi.gov/library/opm/index.htm> for exceptions and procedures for use of USFS procured aircraft.

Type 1 and 2 Call-When-Needed (CWN) Helicopters.

Type 1 and 2 CWN helicopters are available under National Contract and, with the exception outlined below, shall be ordered through the National Interagency Coordination Center (NICC) via established dispatch channels. Definitions of categories (standard, restricted, or limited), as well as additional information on CWN helicopters, can be found in the National Interagency Mobilization Guide, and the Interagency Helicopter Operations Guide (IHOG, chapter 2).

Exception: Any National Forest with a Type 1 helicopter operating locally on a timber sale contract may use the helicopter for Initial Attack missions per the contract requirement in the timber sale contract. The following must occur:

- The helicopter can only be used for Initial Attack on incidents within or adjacent to the timber sale that the helicopter is working on.
- Coordination must occur between the local dispatch office, the timber sale COR, and any other resources assigned to the incident.
- A resource order shall be submitted for documentation purposes to the coordination center.
- For any request/assignment other than Initial Attack on or adjacent to the timber sale, procedures in the National Interagency Mobilization Guide must be used.

Type 3 CWN / On-Call Helicopters.

Ordering. There are two procurement methods normally used for acquiring Type 3 CWN / On-Call helicopters within the Great Basin for Federal agencies. These methods are:

- The Forest Service, CWN contract. Coordination Centers and local dispatch offices must have a written delegation of authority from the Contracting Officer to order under this contract.
- The DOI On-Call Small Helicopter contract, administered by DOI-Acquisition Services Directorate (AQD) in Boise, Idaho.

All Type 3 CWN / On-Call Helicopters will be ordered following standard dispatch procedures.

State agencies may have state CWN procurement policies. State Annual Operating Plans (AOP) describes the use of State resources on Federal incidents. Helicopters will meet Interagency Fire Helicopter Standards for operation on Federal incidents.

For incidents or projects on lands administered by National Forests within the Intermountain Region, CWN helicopters shall be ordered from either the Forest Service Type 3 CWN helicopter contract or the OAS On-Call contract.

For projects, a cost comparison must be completed by the ordering office when deciding which procurement method to use. Reference Forest Service Type 3 CWN Contract, section C.33 through C.36.

- **CWN HELICOPTER MODULE.** (See Page 20 - 9 / Line 7)
- **HELICOPTER NUMBERING.** (See Page 20 - 52 / Line 6)

- **HELICOPTER RAPPELLING / CARGO LETDOWN.** Helicopter rappel/cargo letdown operations are approved for use on all Great Basin agencies' lands, provided the agency personnel and pilot have been trained, certified, and approved in accordance with the Interagency Helicopter Rappel Guide. Helicopter and pilot must be carded for the operation. Helicopter rappellers shall be ordered through normal dispatch channels.

Rope Assisted Deployment System (RADS). BLM Boise Helitack is approved as a test program for RADS / Fast Roping operations.

- **HELICOPTER SHORT- HAUL RESCUE/INSERTION**

Rescue. Short-haul is approved as a rescue method for use on all Great Basin agencies' lands provided that:

- The mission is a life or death emergency, and,
- The rescue is conducted by qualified personnel trained in accordance with agency policy and standards. The individual operation must have been approved by the appropriate line officer.
- National Guard Helicopter units in Idaho, Nevada, and Intermountain Life Flight in Utah have rescue hoist capabilities. Requests for service are routed through the Air Force Rescue Coordination Center and/ or through State Emergency Service dispatch/ communications center. See the following web site for a national directory of emergency rescue helicopters.

http://wildfirelessons.net/documents/Emergency_Extraction.pdf

- **AERIAL IGNITION.** There are two aerial ignition devices approved for Forest Service and DOI use; the helitorch and the Plastic Sphere Dispenser (PSD) (See Interagency Aerial Ignition Guide).

There are specific training and certification requirements for aircraft, pilots, helitorch modules and PSD operators. Qualified and current individuals must be assigned when filling aerial ignition orders for helitorch modules or Plastic Sphere Dispenser (PSD) operators.

Orders for these resources, for fire or project use, may involve several different resource orders. Example: Helicopter ordered on an aircraft resource order, Helicopter Manager and helitorch module or PSD operator ordered on an overhead resource order, Helitorch or PSD machine ordered on an equipment resource order, and plastic spheres, glycol, gasoline, etc. ordered on a supply resource order.

When possible, to alleviate workload, resource tracking problems, and confusion, order an exclusive use helicopter and crew who have all the components (aerial ignition equipment, supplies and qualified personnel). This can be accomplished on one aircraft resource order that specifies the aerial ignition capability needed.

Note: The identification of equipment at bases does not necessarily mean qualified personnel are available.

- 1 USFS, NPS and BLM Helitack bases which have aerial ignition equipment are:

<u>Unit - Base</u>	<u>Aerial Ignition Capability</u>
Arizona Strip BLM	Helitorch, Plastic Sphere Dispenser
Twin Falls BLM	Plastic Sphere Dispenser
Boise BLM	Plastic Sphere Dispenser
Boise NF (Lucky Peak, Garden Valley)	Helitorches, Plastic Sphere Dispensers
Salmon/Challis NF (Challis)	Plastic Sphere Dispensers
Salmon/Challis NF (Salmon)	Plastic Sphere Dispenser
Sawtooth NF (Hailey)	Plastic Sphere Dispenser
Payette NF (Price Valley, Krassel)	Helitorches, Plastic Sphere Dispensers
Caribou/Targhee NF (Swan Valley, Pocatello)	Helitorch, Plastic Sphere Dispenser
Bridger/Teton NF (Jackson)	Helitorch, Plastic Sphere Dispensers
Elko BLM	Plastic Sphere Dispensers
Ely BLM	Plastic Sphere Dispenser
Humboldt/Toiyabe NF (Bridgeport)	Plastic Sphere Dispenser
Las Vegas BLM/ FS	Plastic Sphere Dispenser
Moab BLM	Plastic Sphere Dispenser
Salt Lake BLM	Plastic Sphere Dispenser
Fishlake/Dixie NF	Helitorch, Plastic Sphere Dispenser
Zion NPS	Plastic Sphere Dispenser

- 2
3 • **AIRBORNE THERMAL INFRARED (IR) FIRE MAPPING.** See National Interagency Mobilization
4 Guide. All requests for infrared services or other types of IR technology will be on an Aircraft Order.
5 Requests for infrared flights will be made at the National Infrared Operations (NIROPS) website at:

6
7 <http://nirops.fs.fed.us/rcr/scanner/index.php>
8

9 User accounts can be requested by contacting NIROPS directly. If the website is unavailable, an
10 Infrared Aircraft Scanner Request Form (See National Interagency Mobilization Guide Chapter 20,
11 Page 64) will be submitted for each request. A new Scanner Request Form must be completed and
12 forwarded to NICC when scanning criteria or parameters change.

13
14 When competition exists for resources within their area, the Coordination Center shall maintain flight
15 scheduling and priority setting for Airborne Thermal Infrared Fire Mapping aircraft. The Centers will
16 coordinate with each other for Great Basin needs.
17

- 1 • **LARGE TRANSPORT AIRCRAFT.** See National Interagency Mobilization Guide.

- 2
- 3 • **TEMPORARY FLIGHT RESTRICTIONS (FAR 91.137).**

- 4
- 5 ○ **POLICY.** The policies and procedures found in the Interagency Airspace Coordination Guide
- 6 have been adopted for all agencies' use and implementation.
- 7
- 8 ○ **PROCEDURES.** It is essential that both unit and Coordination Center dispatchers are trained in
- 9 the policies and procedures found in the Interagency Airspace Coordination Guide.

10 See Page 20 - 65, of the Great Basin Mob Guide, "Interagency Request For Temporary Flight

11 Restriction" and Page 20 - 66 "Documentation of Contacts Requesting De-confliction Of Airspace

12 By the Military." Local units are responsible for:

- 13
- 14
 - 15 ▪ Coordinating with military units for de-confliction of Special-Use Airspace (SUA) and Military
 - 16 Training Routes (MTR's).
 - 17
 - 18 ▪ Submitting requests for Temporary Flight Restrictions to the appropriate FAA Air Route
 - 19 Traffic Control Center through the internet on the NOTAM Entry System (NES).
 - 20 Documenting the request on an Aircraft resource order.
 - 21
 - 22 ▪ Informing Coordination Centers of Temporary Flight Restrictions granted by FAA.

23

24 The Coordination Center, upon request from a local unit, may assume the responsibility for

25 requesting flight restrictions and/or assisting local units in de-conflicting airspace with the military.

26

27 For non-fire de-confliction of airspace, refer to the Interagency Airspace Coordination Guide or a

28 local agreement (i.e., BLM and Air Force: Mountain Home, Hill, or Nellis). See Great Basin

29 Mobilization Guide - Chapter 80.

30

31 If a unit is experiencing high workload with airspace coordination, the unit may order an airspace

32 coordinator. Additionally, Military Representatives to the FAA and Agency Airspace Program

33 Managers (See Interagency Airspace Coordination Guide) are also available to assist.

- 34
- 35 • **MILITARY TRAINING ROUTES AND SPECIAL-USE AIRSPACE.** See the Interagency Airspace
- 36 Coordination Guide. Also See Page 80 - 3 of the Great Basin Mob Guide, for telephone and facsimile
- 37 numbers of Scheduling Agencies of Special-Use Airspace within the Great Basin, and Page 20 - 66,
- 38 "Documentation of Contacts Requesting De-confliction of Airspace by the Military."

39

40 Local units are responsible for coordinating with military units for de-confliction of Special-Use

41 Airspace (SUA) and Military Training Routes (MTR's). The Coordination Center, upon request from a

42 local unit, may assume this responsibility and/or assist local units.

- 43
- 44 • **AIRSPACE CONFLICTS.** Notification Procedures. All airspace conflicts, including accidents (mid-air
- 45 collision), incidents (near mid-air collision), hazards (intrusions into airspace restricted under Part
- 46 91.137 Temporary Flight Restrictions), and other occurrences involving airspace shall be reported
- 47 immediately by the individual involved with or observing the conflict to the local unit dispatch office or
- 48 aviation manager.

49

50 Upon notification of a conflict, the local dispatch office shall immediately notify the local aviation

51 manager and/or Airspace Coordinator if in place.

52

53 The local aviation manager/dispatch center shall immediately attempt to gather all pertinent details

54 and report the occurrence to:

- 55
- 56 ○ the appropriate Regional, State, or Area Aviation Manager
- 57

- the appropriate Coordination Center

These individuals shall take all necessary action to further report the occurrence according to agency requirements (for example, in the case of an accident or incident with potential), and shall coordinate on the immediate follow up and investigation of the conflict.

If the conflict involves a serious aviation accident involving injury or loss of life or property, the Coordination Center shall immediately notify the National Interagency Coordination Center (NICC) and the appropriate Agency Aviation Manager.

See the Interagency Airspace Coordination Guide for further information on airspace conflict reporting and follow up.

- **FAA TEMPORARY CONTROL TOWER OPERATIONS.** Temporary control tower assistance is available through the FAA's Western Service Area Agreement (AK, AZ, CA, CO, HI, ID, MT, NV, OR, UT, WA, and WY). (Reference Chapter 11 of the Interagency Airspace Coordination Guide). All requests for temporary control towers are ordered through the appropriate Great Basin Coordination Center on an Aircraft resource order.

FAA Temporary Towers should be activated when conditions of visibility or level of activity at an uncontrolled airport are such that FAA control will enhance safety. Airport Managers should be consulted, as well as pilots and aircraft managers. When an agency requests that an FAA Temporary Tower be brought in due to complex aviation activity for an air base or incident, the following procedures must be followed:

Unit submits a Resource Order and Temporary Tower Request Form to the appropriate Great Basin Coordination Center for an FAA Tower as an "A" request, identifying date and time, location, and times of operation (sunrise to sunset).

The FAA has requested additional information be provided when requesting FAA Temporary Control Towers. Information and the FAA Temporary Tower Request Form can be found at the following website below:

www.airspacecoordination.net

Provide the following when placing the order:

- Site Location: Does a facility exist? (Consider ordering Air Ops/Helibase trailers, office trailers, etc., **via an equipment order form.**) Does the facility have a good field of view for taxi, takeoff, and approach paths? Does the facility have electrical and/or phone capability?
- Estimated times of operation.
- Estimated duration of incident.
- The names, telephone numbers and e-mail/internet addresses of the local unit contacts.

NOTE: FAA Personnel are not committed to 14 day assignments. The FAA will handle personnel switch outs as needed and may request assistance with travel arrangements.

The FAA will be responsible for staffing appropriately to meet the request and any internal requirements. (Agency will be responsible for providing total subsistence for FAA personnel).

The local Unit Aviation Manager is responsible for providing a thorough briefing to the FAA controllers and assist the controllers in presenting their own briefing to pilots and other interested personnel.

Ensure that adequate radio equipment is available for use. These must be 760-channel VHF-AM

radios (note that the Air Ops/Helibase trailers come with complete radio packages).

Be aware that the FAA will issue a NOTAM (Notice to Airmen) for the airport informing the public of the change in status from uncontrolled to controlled and identifying radio frequency for contact with the tower.

Additional Needs. Since the FAA does not have the support equipment necessary to establish a temporary tower, the incident should order support equipment through established ordering channels. Also, See the National Interagency Mobilization Guide Chapter 20, Page 41 and the Interagency Airspace Coordination Guide, Chapter 11, for a list of support equipment.

When the incident no longer needs the tower, ensure that release procedures occur through the appropriate channels, and payment documents are completed.

- **DEDICATED RADIO FREQUENCIES.** See National Interagency Mobilization Guide.

The Great Basin Initial Attack Zones (ID-01, 02, 03, 04, 05, WY-09, UT-01, 02, 03, 04, 05, NV-01, 02, 03, 04, 05, 06) have a minimum two Air-to-Ground (VHF-FM) with a corresponding frequency identifier (i.e., A-Grd 17, 167.9875) and two Air-to-Air (VHF-AM) frequencies assigned from the National Interagency Incident Communication Division (NIICD). Additional frequencies can be ordered. IA Air-to-Ground frequencies will be identified per the National naming convention. Frequencies assigned to an IA Zone are not transferable to other IA Zones without coordination with the NIICD Duty Office.

When the secondary Air-Air frequency is being utilized, an order for it will need to be placed to the GACC. NIICD has been requested by the FAA that the utilization of the Air-Air frequencies be documented.

Frequencies for extended attack incidents should be ordered to free up IA frequencies.

- **AIRPORT CLOSURES.** See the Interagency Airspace Coordination Guide, Page 11-1.

- **EMERGENCY AIRCRAFT RADIO FREQUENCIES.** See the respective Great Basin Coordination Center websites for frequency information.

- **AIRCRAFT IDENTIFICATION SYSTEM.**

- **ORDERING/RESOURCE TRACKING.** Units, in order to perform timely search and rescue, must have a record of the complete FAA registration number of aircraft involved, including those designated below which are allowed to utilize a call-sign other than the FAA Registration ("N") Number. Units shall use the established FAA aircraft Registration ("N") Number system for logistical ordering/resource tracking through the resource ordering system. **Resource orders must include the full FAA Registration Number for all aircraft.**

- **TACTICAL AIRCRAFT CALL SIGNS.** Local or incident tactical aircraft shall use the following call sign system for radio transmissions. Abbreviation to the last 3 numbers of the FAA Registration Number is permitted, provided there is no duplication of the call sign with that of another aircraft.

Airtankers. Nationally assigned tanker number. For example, call sign "Tanker 63."

SEATs. Nationally assigned tanker numbers. For example, call sign "Tanker 830."

Leadplanes. Nationally assigned pilot's lead number. For example, call sign "Lead 47."

Air Attack. FAA Registration Number. Abbreviation to the last 3 digits is permitted. For example, call sign "Air Attack OTC." When assigned and over the incident, the Air Attack uses the Fire

name. For example, call sign "East Slide Rock Ridge Air Attack"

Reconnaissance. FAA Registration Number. Abbreviation to the last 3 digits is permitted. For example, call sign "Recon 51P."

Helicopter. FAA Registration Number. Abbreviation to the last 3 digits is permitted. For example, call sign "Helicopter 3HP."

Smokejumper. FAA Registration Number. Abbreviation to the last 2 digits is permitted. For example, call sign "Jumper 31."

Aerial Supervision Module. Normally assigned pilot's lead number. State of Alaska will assign "A" and all federal ASMs will assign a "B" as their identifier.

- **AIRCRAFT ACCIDENT AND INCIDENT/HAZARD/MAINTENANCE DEFICIENCY REPORTING.**

- **GENERAL.**

Any deviation from aviation policy or procedures, either on the ground or in the air, shall be reported through use of the SAFECOM Report at: <https://www.safecom.gov/>, along with notification to the local Unit Aviation Manager.

The Agency with operational control of the aircraft at the time of the occurrence is responsible for ensuring timely submission by the observing or involved individual (i.e., Flight Manager) of the SAFECOM Report. For aircraft enroute to an incident which are involved in an accident or Incident/Hazard/Maintenance Deficiency prior to arrival, the Scheduling/Sending Dispatch Office shall be the unit with reporting responsibility.

Procedures. Notification Procedures for Accident and Missing Aircraft.

- Reference the Unit Aircraft Emergency Response Plan
- Notify Agency Aviation Managers
- Notify GACC and NICC

The Great Basin Airspace Conflict Incident Reporting Process is as follows:

- **Reporting.** Any individual regardless of agency, which observes any action that they feel has potential safety implications, should report such action on a SAFECOM. The report must be timely and factual. The report should be submitted within 24 hours of occurrence or sooner, if immediate action is needed.
- **Agency Aviation Safety Manager.** Aviation Safety Managers of the agency that had operational control of the incident will review and investigate SAFECOMs. Discrepancies will be handled per agency direction. The agency on which the incident occurs will bear the cost of the investigation.

- **AVIATION POSITIONS (GREAT BASIN).**

- **AREA AVIATION COORDINATOR.** The individual may work with an Area or Multi-Area Coordination (MAC) Group, or, in their absence, may work directly with the unit.

Required minimum qualifications: Experience as an agency aviation program manager. In depth knowledge of the dispatch/coordination system, management of national aviation resources, and aviation management strategies based on National and Area Preparedness levels.

Recommended minimum qualifications: Fully qualified as an Air Ops Branch Director (AOBD) or Air Support Group Supervisor (ASGS).

It is also recommended that the individual has completed the Great Basin MAC Training.

Situations in which an Area Aviation Coordinator should be ordered include, but are not limited to:

- A MAC group is in place locally or at the geographic area level;
- Large incidents in close proximity (no Area Command Team in place);
- Heavy, long-term initial or extended attack where a large number of non-local aircraft are stationed within or assigned to a unit for an extended period of time.

The Area Aviation Coordinator interacts with incident Air Operations Branch Directors, frequency managers and aviation safety specialists. Significant coordination occurs with the expanded dispatch organization(s), the Geographic Area Coordination Center(s), and Initial Attack dispatch office(s).

- **AIRSPACE COORDINATOR.** An Airspace Coordinator is a technical specialist position not formally identified within the ICS system. Expertise in airspace coordination with the Federal Aviation Administration (FAA) and/or Department of Defense (DOD) military bases may not be available locally, or the amount of activity may be such that persons normally responsible for coordination are unable to fulfill coordination duties and responsibilities. In these cases, and when either large fire or heavy initial/extended attack is occurring requiring extensive coordination, monitoring, and follow up with FAA and/or DOD, the position should be ordered.

The ordering unit should contact the National Airspace Program Manager prior to ordering an Airspace Coordinator.

See the [Interagency Airspace Coordination Guide](#) for further information.

The position may function at either the local or coordination center level.

Forest Service units within the Great Basin have identified the Regional Aviation Officer as the common focal point for all airspace coordination within the Great Basin on lands administered by the Forest Service.

BLM units in Utah, Nevada, and Idaho have identified their respective State Aviation Managers as the focal point for airspace coordination on lands administered by the BLM.

The National Park Service has identified their respective Regional Aviation Officer for the National Park Service as the focal point for airspace coordination on lands administered by the Park Service.

State Agencies within the Great Basin. The State Fire Manager will designate a focal point for airspace coordination on state lands in the Great Basin administered by State Agencies.

The appropriate area airspace focal point should be informed by the Coordination Center when an order for an Airspace Coordinator is placed. The Airspace Coordinator ordered will work closely with the identified Great Basin focal point during the course of operations.

- **ORDERING AND NOTIFICATION PROCEDURES FOR SPECIALIZED AVIATION POSITIONS.**

Note: All aviation positions listed in this section are technical specialist positions not formally identified within the ICS system.

1 Aviation Safety Assistance Teams (ASAT's), Pilot, Maintenance, Avionics Inspectors, as well as
2 Aviation Safety and Operations Specialist positions are ordered through channels from the
3 appropriate Coordination Center. The Coordination Center will then either fill from available
4 personnel within the Great Basin or forward the request to NICC.

5
6 The type of operation (fixed-wing or helicopter) should be specified, since that will determine what
7 type of Operations Specialist is ordered. Helicopter Operations Specialists are drawn from
8 Regional/State/Area Office aviation management personnel; however, there may be selected
9 helicopter managers, local aviation managers, and others who possess the skills and
10 qualifications to perform the job. Fixed-Wing Base Operations Specialists should have a working
11 knowledge of large air tanker bases, SEAT bases and retardant operations.

12
13 Area Aviation Coordinator. An Area Aviation Coordinator may be ordered by the local unit, by an
14 Incident Team, or by aviation officers at the State, Regional, or Area level. No special
15 notifications are required when this position is ordered. Orders will be filled by Coordination
16 Centers, using the qualifications list provided by the Operations Committee.

17
18 Airspace Coordinator. An Airspace Coordinator may be ordered by the local unit, by an Incident
19 Management Team, or by aviation officers at the State, Regional, or Area level or by a GACC.
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PREDICTIVE SERVICES. Great Basin Coordination Centers are responsible for the coordination and distribution of required reports.

Predictive Services provides decision support to the federal, state, and local wildland fire agencies for operational management and strategic planning fire firefighting resources. This is accomplished through the collection, analysis and dissemination of information about fire activity, resource status, weather and fuels, and assessments of fire danger and fire potential.

The Predictive Services Handbook and the Predictive Services Operating Principles and Guidelines provide guidance and direction to NICC and GACC Predictive Services Units. The Predictive Services Handbook and Guidelines can be found at:

http://predictiveservices.nifc.gov/NPSG/npsg_pdf/PSHandbook_2009Update.pdf

- **INCIDENT STATUS SUMMARY (ICS-209).** See National Interagency Mobilization Guide Page 42 and 68, for reporting requirements and format.

For any incident within the Great Basin that meets the reporting criteria, an Incident Status Summary will be completed and submitted electronically via the national web based ICS-209 Program. A final ICS 209 will be submitted once the incident is contained or controlled and national resources are no longer being ordered for the incident. An ICS 209 may be changed from final status to an update should the incident escape containment and then become final again upon re-containment. Reports are due by 2100 hours daily (local time), although earlier submission times may be set during those periods when the Great Basin Multi-Agency Coordinating (MAC) Group is active. An ICS-209 User's Guide is available on the website for display/downloading; it is strongly suggested that users familiarize themselves with the definitions and instructions in the User's Guide before attempting to enter information into the website.

When in place at the incident, it is the responsibility of the Type 1 and 2 Incident Management Teams to complete and submit this information. For all other incidents (or in those instances where the IMT has no Internet capability), the dispatch center will ensure complete and accurate ICS-209 information is gathered and electronically submitted.

For incidents managed under a strategy other than Full Suppression AND the incident is likely to remain active for a period greater than 72 hours; See National Interagency Mobilization Guide, OR SIT/209 Users Guide, for reporting requirements and format.

NOTE: Approval Information should be completed for all ICS-209's.

DEFINITIONS

Full Suppression implies a strategy to "put the fire out," as efficiently and effectively as possible, while providing for firefighter and public safety. To complete a fireline around a fire to halt fire spread, and cool down all hot spots that are immediate threat to control line or outside the perimeter, until the lines can reasonably be expected to hold under foreseeable conditions. Synonymous with "Full Perimeter Containment" and "Control."

Monitor is the systematic process of observing, collecting and recording of fire-related data, particularly with regards to fuels, topography, weather, fire behavior, fire effects, smoke, and fire location. This may be done onsite, from a nearby or distant vantage point in person or using a sensor, or through remote sensing (aircraft or satellite).

Confine is to restrict a wildfire to a defined area, using a combination of natural and constructed barriers that will stop the spread of the fire under the prevailing and forecasted weather conditions until out. This means, "some action is or has been taken" (line construction, bucket drops, etc.) to suppress portions of the fire perimeter.

Point or Zone Protection involves protecting specific points from the fire while not actively trying to line the entire fire edge. Points being protected may be communities, individual homes, communication sites, areas of high resource value, etc.

CRITERIA FOR UPDATING ICS-209'S

Full Suppression: Updated daily until contained or controlled and national resources are no longer being ordered for the incident. If any significant changes occur during the night an update will be made via phone, fax or electronic mail to the appropriate Coordination Center by 0600 hours local time.

Monitor/Confine and Point or Zone Protection: Update after or in anticipation of a significant change event (see below). Otherwise, updates will be reported weekly, by the end of the operational period Thursday, unless more stringent guidelines are specified by the Geographic Area Interagency Mobilization Guide.

Significant Change Event: A forecasted, planned, or experienced event that affects incident management or operations. This includes but may not be limited to the following items:

- A critical fire weather event is forecast, such as a high Haines index, dry cold front, etc; AND fire activity created by the event is expected to threaten, potentially threaten, or cause damage to values at risk;
- Sufficient increase in acres or activity (such as smoke production) to create public health or nuisance concerns;
- The Incident strategy is modified;
- National shared resources are assigned or released, including IMTs;
- An accident, injury or fatality occurs;
- The incident is contained or out.

• **INTERAGENCY SITUATION REPORT (SIT).** See National Interagency Mobilization Guide, Page 45.

Daily: At national and/or geographic area Preparedness Level 2 and above. The Sit must also be done whenever wildland or prescribed fire activity occurs, or when the following condition is met: All fires that meet large fire criteria including prescribed fires, and when an incident or event experiences significant commitment of wildland fire resources.

During Preparedness Level 1 (national or geographic area) the Sit Report will be submitted weekly (Thursday) before close of business.

Dispatch centers will report all fire activity (including prescribed fires) and resource status via the FAMWEB application known as the Interagency Situation Report application at: <https://fam.nwcg.gov/fam-web/>. Information from this centralized database is then retrieved at the Coordination Center and NICC levels to generate summary situation reports for the Area(s) covered. A Situation Report User's Guide is available on the website for display/downloading; It is strongly suggested that users familiarize themselves with the definitions and instructions in the User's Guide before attempting to enter information into the website. The Sit Report User's Guide is located at:

http://www.predictiveservices.nifc.gov/intelligence/Situation_Report_User_Guide_2%200.pdf

On a normal day, dispatch centers will gather their information and enter it into the SIT website by 1900 hours local time for the day's activity. If Initial Attack activity is such that the dispatch center is

having difficulty meeting the 1900 time frame, the center will call the appropriate Coordination Center and negotiate a later submission time (generally no later than 2200 hrs. local time).

Daily fire Statistics. Dispatch centers will report both wildland and prescribed fire activity occurring during the past 24 hours (reporting period is 0001 to 2400 local time) on their units in this screen of the SIT program. If SIT information has been submitted and significant changes in fire activity occur once the Coordination Center has closed, an electronic message or fax with updated information will be submitted to the appropriate Coordination Center by 0600 hours local time. Corrections in numbers of fires/acres will be made on the following day (in the Year-to-Date Statistics screen).

ICS-209 Information. For those incidents where an IMT is not assigned or is unable to enter incident information directly into the ICS-209 Program, dispatch centers will compile incident information and submit it via the ICS-209 tab/interface in the SIT program.

Incident Priorities. Dispatch centers will use this screen to assign their internal incident priorities.

- **INCIDENT MANAGEMENT SITUATION REPORT** See the National Interagency Mobilization Guide, Page 46, for a description of this report produced by NICC.
- **7 DAY SIGNIFICANT FIRE POTENTIAL / WEEKLY FIRE WEATHER / FIRE DANGER OUTLOOK.** See National Interagency Mobilization Guide, Page 46, for product description and submission requirements.
- **NATIONAL WILDLAND SIGNIFICANT FIRE POTENTIAL OUTLOOK.** See National Interagency Mobilization Guide, Page 46, for a description of this report produced by NICC.
- **FUEL AND FIRE BEHAVIOR ADVISORIES** See National Interagency Mobilization Guide, Page 47, for product information.

The Great Basin Coordination Center(s) Predictive Services staff and the GACC Managers should be involved with the issuance of any fuels/fire behavior within a large percentage of the Great Basin. The GACC Managers should involve the Great Basin Operations Specialist who will coordinate with the GBCG and/or agencies so they can carefully consider both the content and intended audience of the messages.

If a local area (single agency, unit or county) issues an advisory it is recommended they utilized the Standard Template. The local dispatch center should notify the GACC Predictive Services Unit.

- **MONTHLY FIRE WEATHER / FIRE DANGER OUTLOOK.** See National Interagency Mobilization Guide, Page 47 and 70, for product description and submission requirements.
- **SEASONAL FIRE WEATHER / FIRE DANGER OUTLOOK.** See National Interagency Mobilization Guide, Page 47, for product description and submission requirements.

The first product will be issued prior to the onset of the fire season, with a minimum of one update during the fire season, or as deemed necessary.

- **WILDLAND FIRE ENTRAPMENT / FATALITY REPORT.** See the National Interagency Mobilization Guide, Page 48 and 71. Notification of such an occurrence will be made immediately by telephone through agency channels directly to NICC. This will be followed by a phone call to the appropriate Coordination Center to relay the same information. The completed written report will be submitted to NICC within 24 hours, with a carbon copy to the Coordination Center.
- **SERIOUS ACCIDENT / INJURY REPORT.** Will be submitted using local/agency protocols and additionally shall be reported through established dispatch channels to the National Interagency Coordination Center via the GACC.

A serious accident/injury is defined as any incident requiring transport by ambulance, life flight or admission to a medical facility.

See National Standards for Fire and Aviation Operations (Red Book) for additional direction.

- **REPORT OF SERIOUS INJURY OR DEATH OF A NATIVE AMERICAN FIREFIGHTER.** These special instructions will follow the same channel back to the incident. The following applies to these situations:

- The Incident Management Team will notify the appropriate Great Basin Coordinator immediately with the name of the individual, crew name, home unit, and the situation.
- The Coordinator will notify the home unit with the information received from the incident. The home unit will notify the local tribal officers of the situation.
- The tribal official will notify the family and receive special instructions on how the family wishes this injury or death to be handled.

- **TACTICAL AVAILABILITY REPORT.** The Great Basin Coordination Centers will post an Aircraft Tactical Report to their websites each day. The same format will be used by both GACC's and should be posted not later than 0930 PDT. Local dispatch centers will provide current availability of resources as requested by the GACC(s).

Check with local area dispatch office for current availability of resources.

- **INCIDENT PRIORITIES.** The criteria contained on Page 1, Line 31, of the National Interagency Mobilization Guide will be used to establish incident priorities. At Preparedness Levels 4 and 5, the Great Basin MAC Coordinator will utilize the Priority Decision Matrix format contained in the Great Basin MAC Group Operating Plan to assign incident priorities on an area basis, based on information contained in the ICS-209's and WFSA's that have been submitted. Time frames and requirements will depend upon the preparedness level or need.

NATIONAL FIRE PREPAREDNESS PLAN. See National Interagency Mobilization Guide.

- **WHY PREPAREDNESS LEVELS ARE ESTABLISHED**

See National Interagency Mobilization Guide.

GREAT BASIN PREPAREDNESS LEVELS

Preparedness levels are established to:

- Identify current and potential incident activity and commitment of Great Basin resources.
- Establish predetermined actions to be taken by the GACC, agency administrators and fire management officials within each preparedness level.

Determining Preparedness Levels

The geographic area center manager(s) will monitor current and predicted activity and determine preparedness levels based on the following elements:

- Fuel conditions.
- Resource availability within and outside the Geographic Area.
- Forecasted potential incident activity.

The following resources may be used:

- RAWS observations
 - Fire danger indices occurring within the Predictive Services Areas (PSAs)
 - Great Basin predictive services products
 - National Fuel Moisture Database
 - Local subject matter experts (i.e. FMOs, intelligence officers, center managers, fuel specialists, fire behavior analysts).
- All current and anticipated incident activity within the Great Basin and outside the geographic area.

As levels increase, all management direction/considerations from each previous level will apply at the next higher level.

At higher preparedness levels activities in units not experiencing significant activity may be constrained. Geographic area preparedness levels must also be responsive to national preparedness levels, which may result in a commitment of resources outside the geographic area.

ALL PREPAREDNESS LEVELS

Description: The following activities apply regardless of the level of incident activity.	
Management Direction/Considerations	Responsibility
Report wildland and prescribed fire activity via the Interagency Situation Report program.	Agency Administrator
Submit ICS-209 to the appropriate GACC by 2200 daily for all incidents meeting reporting criteria.	Incident Commander/ Agency Administrator
Provide GACC with timely intelligence on existing and emerging situations via established channels.	Agency Administrator
Maintain updated incident information throughout the geographic area via the Interagency Situation Report program and GACC website.	Geographic Area Coordinator(s)
Ensure incident qualified personnel are available to respond as necessary.	Agency Administrator

GREAT BASIN PREPAREDNESS LEVELS

PREPAREDNESS LEVEL 1	
Description: <ul style="list-style-type: none"> • Conditions are not conducive for large fire growth in most of the geographic area. • Most PSAs are experiencing low to moderate fire danger. • Fire potential is expected to remain low. • Resource capability is adequate with little or no commitment of other than local resources. • Resources are available to send outside the geographic area. 	
Management Direction/Considerations	Responsibility
Maintain initial attack and readiness capability.	Agency Administrators
PREPAREDNESS LEVEL 2	
Description: <ul style="list-style-type: none"> • Increased initial attack activity is occurring. • Some PSAs are experiencing moderate to high fire danger. • The potential for large fires is increasing. • Resource availability remains adequate. • Moderate resource commitment is occurring within the geographic area and/or outside the geographic area. 	
Management Direction/Considerations	Responsibility
Consider severity needs and assess long range forecasts.	Agency Administrator/ Geographic Area Coordinator(s)
GACC Predictive Services products including the Interagency Situation Report are produced daily or as requested.	Geographic Area Coordinator(s)
Monitor wildland and prescribed fire activity and commitment of resources.	Agency Administrator/ Geographic Area Coordinator(s)

PREPAREDNESS LEVEL 3	
Description: <ul style="list-style-type: none"> • Large fires are occurring frequently with multiple Incident Management Teams committed or on order. • Some PSAs are experiencing high to extreme fire danger. • Predictive services products indicate continued increased fire activity. • The majority of local initial attack resources are committed. • Resources are being mobilized from outside the geographic area. 	
Management Direction/Considerations	Responsibility
Coordinate activation and implementation of fire restrictions.	Agency Administrator
Consider activation of mobilization centers/staging areas.	Geographic Area Coordinator(s)
Consider prepositioning resources as appropriate.	Agency Administrator Geographic Area Coordinator(s)
Activate daily Incident Commander calls if requirements are met.	Geographic Area Coordinator(s) Agency Administrators
Coordinate public information needs.	Agency Administrator
Consider MAC Group activation.	Agency Administrator/GBCG/ Geographic Area Coordinator(s)
Consider activating Frequency Coordinator, Helicopter Coordinator, and Airspace Coordinator	Geographic Area Coordinator(s)
Consider WFDSS and/or FBAN support.	Geographic Area Coordinator(s)
PREPAREDNESS LEVEL 4	
Description: <ul style="list-style-type: none"> • Large fire activity is increasing and is predicted to remain high. The majority of Great Basin Incident Management Teams are committed. • Some PSAs are experiencing very high to extreme fire danger. • National and initial attack resources within the Great Basin are heavily committed. Competition for resources is substantial. Resources are being reassigned as they become available. • Significant resource support from outside the geographic area is occurring. 	
Management Direction/Considerations	Responsibility
Consider limiting or discontinuing prescribed fire activities.	Agency Administrator
Consider activation of Great Basin MAC Group.	Agency Administrator/GBCG/ Geographic Area Coordinator(s)
Consider activating Frequency Coordinator, Helicopter Coordinator, and Airspace Coordinator.	Geographic Area Coordinator(s)

PREPAREDNESS LEVEL 5	
Description: <ul style="list-style-type: none"> Multiple units are experiencing major incidents which have depleted all resources. Numerous PSAs are experiencing very high to extreme fire danger. Predictive services products indicate continued increased initial attack and potential for more large fire activity and significant fire growth on existing fires. The majority of support for initial attack and large fire activity is required from outside the geographic area. 	
Management Direction/Considerations	Responsibility
Activate Great Basin MAC Group if not activated at previous level.	Agency Administrator/GBCG/Geographic Area Coordinator(s)
Activate Frequency Coordinator, Helicopter Coordinator, and Airspace Coordinator if not activated at previous level.	Geographic Area Coordinator(s)
PREPAREDNESS LEVEL 5 TO 4	
Description: Large fire potential is predicted to diminish over the next twenty-four (24) hours, and moderating conditions are predicted for the next three (3) to five (5) days.	
PREPAREDNESS LEVEL 4 TO 3	
Description: Competition for resources has decreased. Large fire potential has diminished and moderating conditions are predicted over the next three (3) to five (5) days.	
PREPAREDNESS LEVEL 3 TO 2	
Description: The majority of significant fires are releasing resources and reaching containment. Initial attack resources are becoming available. Management objectives are expected to be met on existing/emerging incidents. Fuel and weather conditions are not conducive for significant fire growth.	

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- **NATIONAL MULTI-AGENCY COORDINATING GROUP (MAC) DECISIONS.**

See National Interagency Mobilization Guide.

All National MAC Group decisions affecting Geographic Areas and/or providing management guidance will be documented on. NICC web site located at:

<http://www.nifc.gov/news/nmac2/index.html>.

Additional information may be required from Geographic Areas and Coordinating Groups in order to effectively develop strategy.

- **GREAT BASIN MULTI-AGENCY COORDINATING GROUP (MAC) DECISIONS.** All Great Basin MAC decisions affecting the Geographic Area and/or providing management guidance will be documented on the GBCC web sites.

- **FOLLOW-UP EVALUATION.** See National Interagency Mobilization Guide.

MOBILIZATION PROCEDURES FOR MILITARY ASSETS AND INTERNATIONAL ASSIGNMENTS.

- **ESTABLISHED RESOURCE ORDERING PROCESS.** See National Interagency Mobilization Guide and Military Use Handbook. (NFES 002175).

- **GREAT BASIN PROCEDURES.** National Guard assets may be utilized, particularly to provide assistance with transportation. Release of units will follow mobilization procedures in reverse.

Idaho National Guard.

- Within the State of Idaho, Idaho Department of Lands will serve as the liaison/contact for any request for Guard assets.
- All units within Idaho will order through the Great Basin Coordination Center (GBCC) utilizing established dispatch channels. The GBCC will then request National Guard Resources through the Boise Interagency Dispatch Center (BIDC).
- Idaho State Department of Lands (IDL) may order direct through the IDL State Fire Coordinator in Coeur d'Alene, with notification to GBCC.

Utah National Guard.

- Within the State of Utah, the Northern Utah Interagency Fire Center (NUIFC) is the liaison/contact for any request for Guard assets.
- All units within Utah will order through the GBCC utilizing established dispatch channels.

Nevada National Guard.

- Within the State of Nevada, units shall request Guard assistance through the Great Basin Coordination Center (GBCC).
- The GBCC will then request through the Nevada Division of Forestry, Sierra Front Interagency Dispatch Center (SFIDC).

Wyoming National Guard.

- The Wyoming National Guard shall be requested directly from the Wyoming State Forestry Division Fire Management Officer of Homeland Security.

- **CIVILIAN SUPPORT.** See National Interagency Mobilization Guide.
- **DEMOBILIZATION PROCEDURES.** See National Interagency Mobilization Guide.
- **INTERNATIONAL OPERATIONS.** See National Interagency Mobilization Guide.
 - **CANADA SUPPORT.** See National Interagency Mobilization Guide.
 - **AUSTRALIA AND NEW ZEALAND SUPPORT.**
See National Interagency Mobilization Guide.
 - **MEXICO SUPPORT.** See National Interagency Mobilization Guide.
 - **SUPPORT TO OTHER NATIONS FOR LARGE SCALE MOBILIZATIONS.**
See National Interagency Mobilization Guide.

DISPATCH FORMS. All units will use appropriate forms as designated by this Mobilization Guide and by their Coordination Center.

- **RESOURCE ORDER FORM.**

See National Interagency Mobilization Guide, Page 58.

- **FOOD SERVICE REQUEST FORM.**

See National Interagency Mobilization Guide, Page 60.

- **PASSENGER AND CARGO MANIFEST FORM.**

See National Interagency Mobilization Guide, Page 61.

- **AIRCRAFT FLIGHT REQUEST/SCHEDULE FORM.**

See National Interagency Mobilization Guide, Page 62.

- **INFRARED AIRCRAFT SCANNER REQUEST FORM.**

See National Interagency Mobilization Guide, Page 64.

- **FAA TEMPORARY TOWER REQUEST FORM.**

See National Interagency Mobilization Guide, Page 65.

- **PREPAREDNESS/DETAIL REQUEST FORM.**

See National Interagency Mobilization Guide, Page 67.

- **INCIDENT STATUS SUMMARY (ICS-209) FORM.**

See National Interagency Mobilization Guide, Page 68.

- **MONTHLY WILDLAND FIRE WEATHER/FIRE DANGER OUTLOOK FORM.**

See National Interagency Mobilization Guide, Page 72.

- **WILDLAND FIRE ENTRAPMENT/FATALITY INITIAL REPORT FORM.**

See National Interagency Mobilization Guide, Page 73.

- **DOCUMENTATION OF LENGTH OF ASSIGNMENT EXTENSION REQUIREMENTS FORM.**

See National Interagency Mobilization Guide, Page 75.

- **SAFECOM FORM.**

See form and instructions at: <https://www.safecom.gov/>.

Copies of the following forms are provided in the subsequent pages:

- **INTERAGENCY REQUEST FOR TEMPORARY FLIGHT RESTRICTION.** See Page 20 - 65 or http://www.airspacecoordination.org/coord/tfr_request.pdf

- **DOCUMENTATION OF CONTACTS REQUESTING DECONFLICTION OF AIRSPACE BY THE MILITARY.** See Page 20 - 66.

- **AIRSPACE BOUNDARY MANAGEMENT PLAN AND CHECKLIST.** See Page 20 - 67.

- **GREAT BASIN INCIDENT MANAGEMENT TEAM EVALUATION.** See Page 20 - 69.

- **BUYING TEAM PERFORMANCE EVALUATION.** See Page 20 - 73.

INTERAGENCY REQUEST FOR TEMPORARY FLIGHT RESTRICTION

(TFR request must be phoned in as per FAA. This form may also be FAXed to provide documentation.)

RESOURCE ORDER NUMBER:	DATE:
Request #: A -	TIME:
TO: FAA ARTCC _____	FROM: DISPATCH OFFICE _____
FAA PERSON CONTACTED: _____	PERSON REQUESTING TFR: _____
FAA PHONE: _____ FAX: _____	24 HR. PHONE (No Toll Free #s) _____

☐ Check if this TFR is a replacement. If so, NOTAM # of TFR being replaced. _____
 (Existing TFRs can not be changed, only cancelled and replaced.)

Geographic Location of Incident (nearest town, state) _____

Location (Circular TFR) List nearest NAVAID (distance should be less than 50 NM) - do not use NDB or T-VOR.				
VOR ID	RADIAL (Degrees)	DISTANCE (NM)	LAT/LONG of Center Point (use US NOTAM OFFICE FORMAT dddmssN/ddmmssW)	
			N/	W

OR (Polygon TFRs should be rare and only used if circular shape is not adequate.)

Location (Polygon TFR) (List perimeter points in clockwise order) List nearest NAVAID (distance < 50 NM) - do not use NDB or T-VOR.											
Point #	VOR ID (XXX)	Radial (Degrees)	Distance (NM)	Lat/Long dddmssN/ddmmssW		Point #	VOR ID (XXX)	Radial (Degrees)	Distance (NM)	Lat/Long dddmssN/ddmmssW	
1				N/	W	5				N/	W
2				N/	W	6				N/	W
3				N/	W	7				N/	W
4				N/	W	8				N/	W

Altitude restrictions: _____ **FEET MSL** (do not use AGL – Standard is 2000' above highest terrain point)

The _____ / _____ at _____ , _____
 Agency Name Incident Name 24 Hr. Phone # (No Toll Free #s) VHF-AM Air/Air Frequency
 is in charge of on scene emergency response activities. TFR to provide a safe environment for fire fighting aircraft operations; effective immediately, until further notice, 24 hrs/day.

The requested TFR affects the following Special-Use Airspace:					
The requested TFR affects the Military Training Routes listed below:					
Route	SCHEDULING ACTIVITY	SEGMENT(S)	Route	SCHEDULING ACTIVITY	SEGMENT(S)

IMPORTANT NOTE TO FAA: If the TFR affects SUA and/or MTR(s), we request NOTAM distribution to all military bases involved, to the Coordinating Flight Service Station, and, for MTRs, to the Flight Service Station and Air Route Traffic Control Center with responsibility for the airspace at the route entry point(s).

NOTAM # _____	ISSUED AT _____ (Time) On _____ / _____ (Date)
---------------	--

Date/Time TFR Cancelled: _____ By: _____

DOCUMENTATION OF CONTACTS REQUESTING DECONFLICTION OF AIRSPACE BY THE MILITARY

I. MILITARY TRAINING ROUTES (MTRs)										
REQUEST CLOSURE OF SEGMENTS OR RESTRICTION (eg. ALTITUDE ADJUSTMENT) OF THE FOLLOWING MTRs:										
DATE / TIME	SCHEDULING AGENCY ACTIVITY	COMMERCIAL PHONE NUMBER	DECONFLICTION REQUESTED ON			CONTACT MADE TO (SCHEDULER NAME)	CONTACT MADE BY (DISPATCHER NAME)	IS ROUTE HOT? (Y/N)	REMARKS/ (DAILY CONTACTS)	RESTRICTION LIFTED (DATE/TIME AND CONTACTS)
			ROUTE •	FROM POINT	TO POINT					

II. SPECIAL-USE AIRSPACE (SUA) (MOAs, RAs, etc.)						
RELAY INFORMATION ON REVERSE ("INTERAGENCY REQUEST FOR TEMPORARY FLIGHT RESTRICTION") TO THE SCHEDULING AGENCY AND/OR MILITARY ATC FACILITY						
DATE / TIME	SCHEDULING AGENCY OR ATC	PHONE NUMBER	REQUEST RELAYED TO (SCHEDULER NAME)	REQUEST RELAYED BY (DISPATCHER NAME)	REMARKS/ (DAILY CONTACTS)	RESTRICTION LIFTED (DATE/TIME AND CONTACTS)

Great Basin Interagency - Airspace Boundary Management Plan and Checklist

PURPOSE: The requirement for increased management and coordination is due to the possibility of two or more agencies/cooperators conducting simultaneous, uncoordinated aviation operations within those areas which would unknowingly put the responding aerial operations within close proximity to another, placing aircraft and crews at risk. The purpose of this plan is to identify such boundaries and Initial Attack zones and provide means of communication, coordination, and airspace deconfliction within those areas.

Aerial operations on, or adjacent to agency/cooperator boundaries, and areas where a neighboring agency/cooperator provides fire suppression on lands administered by the adjoining agency/cooperator (mutual aid, shared, or exchanged Initial Attack areas or zones) require increased management and coordination.

GUIDELINES & PROCEDURES:

- A. An imaginary 10 mile wide neutral air corridor will center on agency/cooperator boundaries. The neutral air for mutual or exchanged Initial Attack areas or zones will encompass the whole zone plus 5 miles outside the zones boundaries.
- B. Any agency conducting aerial operations within a corridor or zone will immediately notify the adjoining agency/cooperator of such operations. This is accomplished to and from dispatch offices prior to the commencement of operations and when operations cease. Examples of aerial operations include recon, fire suppression missions, special aviation projects, resource management flights, helicopter logging, etc.
- C. Agency aircraft will establish contact on the assigned air-to-air frequency. Should contact not be made, the contact air-to-air frequency will be Air Guard 168.625 Mhz. This frequency will be designated for initial contact and coordination between converging aircraft within corridors and zones only when contact is not otherwise possible. Because this frequency is programmed as the default receive frequency in all agency and contract aircraft FM radios and is intended for initial contact and emergency purposes only, it is imperative that this frequency not be utilized for tactical or logistical purposes. If Guard is used to establish initial contact, aircraft are expected to switch to an alternative frequency (i.e. the local or incident air-to-air frequency, etc.).
- D. When aircraft from two or more adjoining agencies/cooperators are being committed to the same general area of a corridor/zone:
 - Considering complexity, dispatch an Air Tactical Group Supervisor (ATGS).
 - Approaching aircraft will establish air-to-air frequency contact prior to entering the area.
 - Aircraft rely upon dispatch centers for current relevant information. Therefore, coordination between dispatch centers must occur prior to dispatch.
- E. When an aircraft is dispatched to an incident within a corridor/zone and no other aircraft are known to be present:
 - The approaching aircraft will attempt to establish contact on the assigned frequency. If unsuccessful, Guard frequency 168.625 will be utilized.
 - Perform a high level recon prior to low-level activities.
 - Practice see and avoid.
 - The dispatch initiating the flight will notify and coordinate with the adjoining agency/ cooperator dispatch.
- F. Temporary Flight Restrictions (TFRs) within or in close proximity to corridors/zones will be coordinated and information shared between the responsible dispatch offices.

Great Basin Airspace Boundary Checklist (Example):**(1)** Date: _____ Time: _____ Dispatcher: _____**(2)** Fire Name and/ or Number: _____**(3)** Geographic Location: _____

Latitude x Longitude: _____ x _____

VOR Distance and Bearing: _____

(4) Aircraft Responding:

	Tail #	Departure Point
Air Attack	_____	_____
Lead	_____	_____
Air Tankers	_____	_____
	_____	_____
	_____	_____
Helicopters	_____	_____
	_____	_____
	_____	_____
Smokeyjumpers	_____	_____

(5) Is there a TFR in place or requested? Yes No

If yes, what are the parameters? Center Point: Lat. _____ Long. _____

Radius: _____ nm

Altitude: _____ MSL

(6) Radio Frequencies:

Flight Following Frequency: _____

Air to Air (VHF-AM): _____

Air to Ground (VHF-FM): _____

(7) Are there military training routes or Special Use Airspaces near the incident? Yes No

What are the Routes or SUA Involved? _____

If yes, has the Scheduling Activity been notified? Yes No

Have Flight Crews been notified? Yes No

(8) Adjacent Jurisdiction Dispatch Centers: CHECK ALL APPLICABLE and FAX

Dispatch Center: _____ Phone: _____ Fax: _____

Dispatch Center: _____ Phone: _____ Fax: _____

Dispatch Center: _____ Phone: _____ Fax: _____

(9) Has a follow up phone call been made to all Dispatch Centers checked above? Yes No

Great Basin Incident Management Team Evaluation

Team IC		Incident Type	
Incident Name		Incident Number	
Assignment Dates		Total Acres	
Host Agency		Evaluation Date	
Administrative Unit		Sub-Unit	

COMPLETE THE FOLLOW EVALUATION NARRATIVES AND RATING FOR EACH QUESTION

(0 – did not achieve, 5 – excelled)

1.	How well did the Team accomplish the objectives described in the Wildland Fire Situation Analysis (WFSa) or Wildland Fire Decision Support System (WFDSS) the Delegation of Authority, and the Agency Administrator Briefing?
Circle one	<div style="display: flex; justify-content: space-around;"> 0 1 2 3 4 5 </div>
(Explain)	
2.	How well did the Team manage the cost of the incident? Did the team follow agency incident operating guidelines? Were follow-up issues identified and documented for the Agency Administrator ie; invoices, OWCP and vendor issues?
Circle one	<div style="display: flex; justify-content: space-around;"> 0 1 2 3 4 5 </div>
(Explain)	
3.	How did the Team demonstrate sensitivity to resource limits/constraints and environmental concerns?
Circle one	<div style="display: flex; justify-content: space-around;"> 0 1 2 3 4 5 </div>
(Explain)	

Great Basin Incident Management Team Evaluation

4.	How well did the Team deal with sensitive political and social concerns?					
Circle one	0	1	2	3	4	5
(Explain)						
5.	Was the Team professional in the manner in which they assumed management of the incident and how they managed the total incident? How did the Team handle transition either to another IMT or in returning the incident the hosting agency?					
Circle one	0	1	2	3	4	5
(Explain)						
6.	How well did the Team anticipate and respond to changing conditions, was the response timely and effective?					
Circle one	0	1	2	3	4	5
(Explain)						
7.	How well did the Team place the proper emphasis on safety?					
Circle one	0	1	2	3	4	5
(Explain)						
8.	Did the Team activate and manage the mobilization/demobilization in a timely and cost effective manner?					
Circle one	0	1	2	3	4	5
(Explain)						

Great Basin Incident Management Team Evaluation

9.	How well did the Team use local resources, trainees, and closest available forces?					
Circle one	0	1	2	3	4	5
(Explain)						
10.	How did the Team notify the incident agency regarding triggers for initiating a cost share agreement or large fire cost review? How were those recommendations implemented?					
Circle one	0	1	2	3	4	5
(Explain)						
11.	Was the IC engaged and in charge of the Team and the Incident? How well did the IC function and operate as a leader?					
Circle one	0	1	2	3	4	5
(Explain)						
12.	How timely was the IC in assuming responsibility for the incident and initiating action?					
Circle one	0	1	2	3	4	5
(Explain)						
13.	How did the IC show sincere concern and empathy for the hosting unit and local conditions?					
Circle one	0	1	2	3	4	5
(Explain)						

Great Basin Incident Management Team Evaluation

14.	Was the agency administrator or designee made aware that the Time Unit closed out/transitioned per unit operating guidelines? Example: AD time complete per payment center and agency requirements, cooperators given appropriate documents per agreements, OF 288's complete and returned.					
Circle one	0	1	2	3	4	5
(Explain)						
15.	Other comments:					
Note: Agency Administrators may provide additional feedback relating to the financial package to Incident Commanders and GACCs 60-90 days following the IMT close-out. AA;'s should coordinate with the payment centers and local business specialists on follow-up evaluation questions 2, 10, 14 and any other pertinent feedback.						
Agency Administrator or Agency Representative:					Date:	
Incident Commander:					Date:	

BUYING TEAM PERFORMANCE EVALUATION

Instruction: The Line Officer or Designated Agency Representative completes the performance evaluation prior to release of the Buying Team. The Buying Team Leader shall forward a copy of the rating to the incident agency incident business representative.

Incident Name: _____ Date: _____

Incident Agency: _____

Buying Team Name: _____

Evaluator's Name & Position: _____

Evaluator's Phone No.: _____

- 1) Was the Leader an effective manager of the Buying Team and its activities?
Above Satisfactory Satisfactory Below Satisfactory
- 2) Was it obvious that the Leader was in charge?
Above Satisfactory Satisfactory Below Satisfactory
- 3) Did the Buying Team adhere to the Incident Business Management Handbook rules and policy?
Above Satisfactory Satisfactory Below Satisfactory
- 4) Did the Buying Team evaluate the availability of goods and services, prices, and delivery costs, and did the team select the source best meeting incident needs?
Above Satisfactory Satisfactory Below Satisfactory
- 5) Did the Buying Team make sound cost management decisions and provide documentation to support their decision?
Above Satisfactory Satisfactory Below Satisfactory
- 6) Was the Buying Team prompt in supplying goods and services for the incident?
Above Satisfactory Satisfactory Below Satisfactory
- 7) Was the Buying Team sensitive to local community issues, local businesses, local contractors, and local land owners?
Above Satisfactory Satisfactory Below Satisfactory
- 8) Was the Buying Team effective in negotiating and issuing EERA's and Emergency Facilities and Land Use Agreements?
Above Satisfactory Satisfactory Below Satisfactory
- 9) How well did the Buying Team manage accountable property?
Above Satisfactory Satisfactory Below Satisfactory
- 10) How was the Buying Team's performance in settling claims (if applicable)?
Above Satisfactory Satisfactory Below Satisfactory
- 11) How was the Buying Team's ability to anticipate and respond to changing conditions, such as additional incidents and/or workloads?
Above Satisfactory Satisfactory Below Satisfactory

- 12) How was the Buying Team's coordination and cooperation with the incident agency?
Above Satisfactory Satisfactory Below Satisfactory
- 13) How was the Buying Team's coordination and cooperation with expanded dispatch?
Above Satisfactory Satisfactory Below Satisfactory
- 14) How was the Buying Team's coordination and cooperation with the IMT?
Above Satisfactory Satisfactory Below Satisfactory
- 15) How was the Buying Team's coordination and cooperation with the Agency Rep. or IBA?
Above Satisfactory Satisfactory Below Satisfactory
- 16) Was the Buying Team's documentation package complete and submitted appropriately?
Above Satisfactory Satisfactory Below Satisfactory
- 17) Did the Buying Team present a positive attitude and work in a professional manner?
Above Satisfactory Satisfactory Below Satisfactory
- 18) What one thing would you recommend for this Buying Team to concentrate on improving?
- 19) Describe how the Buying Team exceeded your expectations.

This evaluation has been discussed by and between the: Line Officer or Designated Agency Representative.

Signature:

Date:

Buying Team Leader Signature:

Date:

For any Below Satisfactory rating, please include an explanation.

Forward copy of evaluation to your agency incident business representative.